



# Louisiana School Emergency Management Planning (LASEMP)

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Program After-Action Report/Improvement Plan  
September 2016



## PROGRAM OVERVIEW

<b>Program Name</b>	<b>Louisiana School Emergency Management Planning (LASEMP)</b>
<b>Program Dates</b>	September 2014-March 2017
<b>Scope</b>	This is a grant funded initiative through the USDOE being carried out by LAGOHSEP in coordination with the LADOE. The grant funding was provided for approximately a two year period.
<b>Mission Area(s)</b>	Prevention, Protection, Mitigation, Response, Recovery
<b>Program Core Capabilities</b>	Planning
<b>Goal</b>	Provide a toolkit and assist schools and districts with writing or improving their emergency operations plan.
<b>Threat or Hazard</b>	All Hazards
<b>Sponsor</b>	<b>Louisiana Governor's Office of Homeland Security and Emergency Preparedness in coordination with the Louisiana Department of Education</b>
<b>Participating Organizations</b>	Schools, School Districts, and various state and local partner organizations
<b>Point of Contact</b>	David Schultz Section Chief, Preparedness LAGOHSEP 225-358-5656 <a href="mailto:david.schultz@la.gov">david.schultz@la.gov</a>



## Overview

Lessons learned from school emergencies such as the tragic events of Sandy Hook highlight the importance of preparing school officials and first responders to develop and implement emergency operations plans (EOPs). By having plans in place to keep students and staff safe, schools play a key role in taking preventative and protective measures to stop an emergency from occurring or reduce the impact of an incident.

Although schools are not traditional response organizations, when a school-based emergency occurs, school personnel respond immediately. They provide first aid, notify response partners and provide instructions before first responders arrive. They also work with community partners and governmental organizations that have a responsibility identified in the school EOP to provide a cohesive, coordinated response to events as they unfold. Community partners that should be included in the planning process are as follows: first responders - law enforcement, fire service, emergency medical service and emergency management personnel - as well as public and mental health entities.

Prior to the LASEMP Program Louisiana established the Louisiana School and Campus Safety Study Group. The group was established by an executive order on January, 4 2013, and was asked to review and assess Louisiana's current programs, identify recommendations for change, including state and local legislative and other actions. Needed improvements would be implemented within the respective authority of the appropriate state agencies.

The Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) in partnership with the Louisiana Department of Education (LADOE) offered local school districts assistance in writing and implementing High-Quality Emergency Operations Plans (High-Quality EOPs). This opportunity was provided by the Grants to States for School Emergency Management Planning (SEMP) - from the U. S. Department of Education (DOE) through the Readiness and Emergency Management for Schools Technical Assistance Center (REMS TA). The grant, through the United States Department of Education, was awarded to the Louisiana Department of Education and sub awarded to the Louisiana Governor's Office of Homeland Security and Emergency Preparedness to carry out all of the activities. The total awarded to the state to carry out all of the activities was \$392,000. The grant was originally scheduled to run from September 2014 through March 2016, but a no cost extension was awarded through March of 2017.

The overall goal of the program is to provide assistance to local school districts for emergency operations planning. If the school or district had a plan, the program had tools to assist with enhancing that plan, and if the school or district didn't have a plan than the toolkit produced by this program would help to formulate a high-quality emergency operations plan. In order to ensure every student and all faculty and staff is



in a safe and secure campus environment, prepared to respond to all hazards, ACT 313 of the 2001 Louisiana Regular Legislative Sessions mandates that all elementary and secondary public schools prepare, maintain, and exercise a crisis management and response plan. Beyond providing assistance to local schools and districts with writing, revising, or improving their emergency operations plans, the hope is to build capacity at the district and local levels for ongoing all hazards planning.

The LASEMP Program included the following:

- Stakeholder outreach, meetings, round tables, training and Regional exercises
- Creation of a plan-development and implementation Toolkit
- Phased data collection
- Assistance with plan review and feedback at the district level

## **Kickoff Meetings**

The kickoff meetings were designed to get key school personnel familiar with the LASEMP Program. Meetings were held in all 9 GOHSEP Homeland Security Regions throughout the state of Louisiana. The presentation addressed elements of all hazards planning, why a high quality EOP was important, what the LASEMP Program was attempting to accomplish, and the contents of the LASEMP Toolkit. Kickoff Meetings were also used as an opportunity to hand out the LASEMP Program Toolkit to district personnel.



**CLICK ON THE LINK ABOVE TO REGISTER!**

{ PLEASE FORWARD THIS TO THE APPROPRIATE INDIVIDUALS WITHIN YOUR ORGANIZATION. }

**LASEMP**  
Louisiana School Emergency  
Management Planning  
**PROTECTING SCHOOLS. SAVING LIVES.**

**SAVE THE DATE.  
REGISTER NOW!**

**REGISTRATION: 9:30am - 10:00am**  
**MEETING: 10:00am - 11:30am**

**REGION 2  
BATON ROUGE**

**June 2**  
Dalton Woods Auditorium  
LSU Center for Energy Studies,  
Coast and Environment Building  
(Next to Campus Federal Credit Union  
3535 Nicholson Drive Extension, 70803)

**REGION 4  
LAFAYETTE**  
**June 17**  
Abdallah Hall  
635 Cajundome  
Blvd., 70506

**REGION 5  
LAKE CHARLES**  
**June 18**  
Calcasieu Parish  
Emergency Operations  
Center (EOC)  
901 Lakeshore Drive, Suite 200,  
70601

**REGION 1  
KENNER**

**June 8**  
Bonnabel High School  
2801 Bruin Drive, 70065

**REGION 6  
ALEXANDRIA**  
**June 23**  
Mega Shelter  
8125 Hwy 71 South, 71302  
(When using the above address,  
Google maps shows a site a few  
miles away from the Shelter, making  
it difficult to find. As an alternative,  
you can enter **8100 Hwy 71 South**  
[main campus address] and catch  
the shuttle to the main site.)

**REGION 9  
HAMMOND**

**June 10**  
Tangipahoa Parish  
Environmental Services  
15485 W. Club Deluxe Road,  
70403

**REGION 8  
WEST MONROE**  
**June 24**  
Ouachita Parish Fire  
Training  
1000 New Natchitoches Road,  
71292

**REGION 3  
LULING**

**June 16**  
St. Charles Sheriff's Office  
260 Judge Edward Dufresne  
Pkwy, 70070

**REGION 7  
BOSSIER CITY**  
**June 25**  
Bossier Sheriff's  
Office Sub-Station  
2510 Viking Drive, 71111

## What

School Emergency Management Planning (SEMP) Workshops

## Why

The tragic events of Sandy Hook highlight the importance of preparing **school officials** and **first responders** to develop and implement **school-based emergency operations plans (EOPs)**. While schools are not traditional response organizations, when a school-based emergency occurs school personnel are the first to respond to unfolding events.

### YOU HAVE A RESPONSIBILITY!

To ensure every student, teacher and school employee is in a **safe** and **secure** facility, **prepared** to respond in the event of an emergency or disaster incident, **Act 313 of the 2001 Louisiana Regular Legislative Session mandates that all elementary and secondary public schools prepare, maintain and exercise a crisis management and response plan.**

Today, these are known as **High-Quality School Emergency Operations Plans (High-Quality EOPs)**.

### THESE WORKSHOPS WILL TEACH YOU HOW TO MEET YOUR RESPONSIBILITY.

Workshops are funded through the **Grants to States for School Emergency Management Planning (SEMP)** from the U. S. Department of Education (DOE) coordinated by the Louisiana Department of Education (DOE) and the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP).

## Who Should Attend?

- School district superintendents
- Risk managers
- Building maintenance staff responsible for school security
- Security staff
- Designated point of contact (POC) for the Grants to States for School Emergency Management Planning (SEMP)
- School campus safety stakeholders





<b>Number of Attendees at the LASEMP Kickoff Meetings</b>
Region 1: <b>23 total</b>
Region 2: <b>24 total</b>
Region 3: <b>17 total</b>
Region 4: <b>5 total</b>
Region 5: <b>15 total</b>
Region 6: <b>16 total</b>
Region 7: <b>13 total</b>
Region 8: <b>20 total</b>
Region 9: <b>15 total</b>
<b>Total combined attendees: 148</b>

## Louisiana Toolkit for Developing High-Quality School Emergency Operations Plans

A challenge faced in the LASEMP Program was coming up with a way, having limited time, funding, and personnel, to assist not only districts, but also individual schools across the state with producing a High Quality EOP. A first step to doing this was the production of an EOP template that schools and districts could take and customize to their specific needs.

After developing the EOP template the decision was made to create an overall “toolkit” that could be used by schools and districts. The toolkit is based on the Federal “Guide for Developing High-Quality School Emergency Operations Plans”. The idea was to create something that could help a school or district that didn’t have a plan create a High Quality EOP, and to assist those schools and districts that currently had plans with making improvements to those plans. The toolkit not only assists schools and districts



with creating or improving their EOPs, but also gives them resources to develop exercises in order to test their current plan. Establishing an exercise program is very important to the planning process. It is through the exercising of a plan that you identify and fix gaps that can seriously hinder the execution of your plans. Other items included in the LASEMP Toolkit include: sample governance documents, training opportunities, sample emergency procedures flipbook, Louisiana State Police School Safety Checklist, and references. As mentioned previously the LASEMP Toolkit was distributed at all 9 Regional Kickoff Meetings, and all of the content in the toolkits can be found online at the Louisiana Governor's Office of Homeland Security and Emergency Preparedness website.

## Regional Round Table Meetings

The Regional Round Table Meetings took place in all 9 GOHSEP Homeland Security Regions throughout the state of Louisiana. Facilitated discussion during the round table meetings was designed to identify strengths and weaknesses in school emergency operations planning, and attempt to identify any best practices that attendees were willing to share with the group. Each of the 9 regional meetings opened up with a brief introduction, a brief presentation on the overall LASEMP Program, and then the attendees were split up into groups to go through the facilitated discussion. Some regions remained as one group if the facilitators deemed the number of attendees were not sufficient to split up into smaller groups.

Below are the six discussion questions asked in all 9 regions to the attendees in the facilitated discussion segment of the meetings:<sup>1</sup>

- 1) What are the challenges you face in writing and reviewing your plan?
- 2) What Strengths do you feel your plan has that might set you apart from others?  
(*Best Practices*)

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<sup>1</sup> See Appendix C for complete listing of questions and responses



- 3) What do you feel are the weaknesses in your plan?
- 4) What prevents you from improving upon those weaknesses?
- 5) Do you have a specific method to accurately identify the Threats and Hazards in your area to include in your planning?
- 6) What, if any, assistance do you need from your stakeholders in writing/reviewing your Emergency Operations Plan?

The invitation list to the 9 Regional Round Table Meetings consisted of:

- School Personnel ( Public and Private)
- First Responders ( Law Enforcement, Fire, EMS)
- Emergency Management
- Public Health
- Local officials

Below you will find the compilation of discussion notes taken at all 9 Regional Round Table Meetings.



# Louisiana School Emergency Management Planning Regional Round Table Meetings Summary



**Governor's Office of Homeland Security and Emergency  
Preparedness**

**February 11, 2016**



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## Regional Round Table Discussion

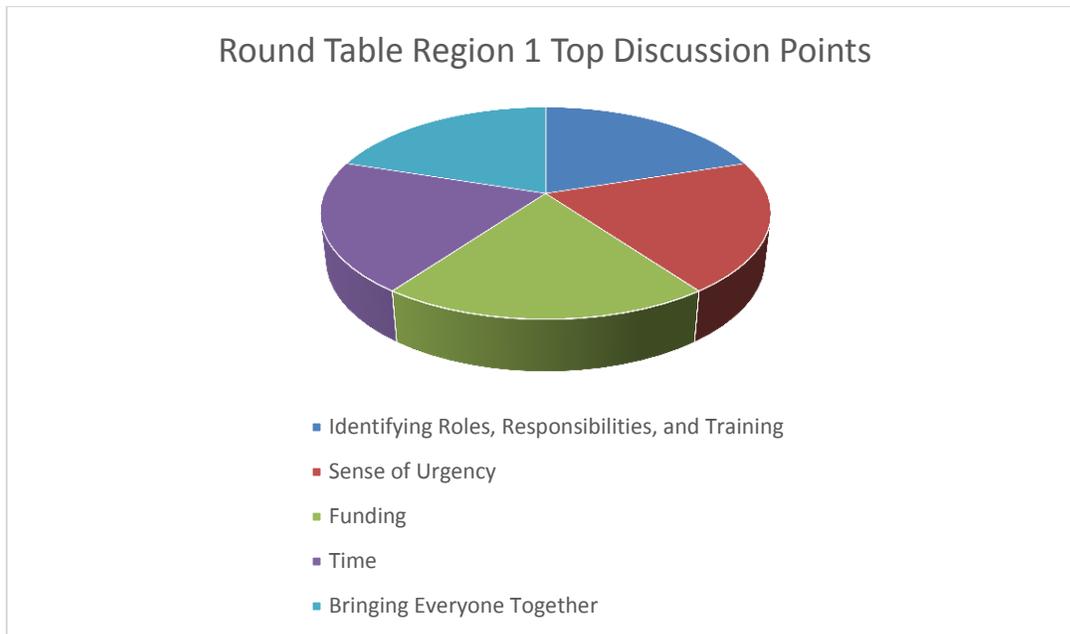
The Round Table Workshops facilitated discussion and offered a venue for school districts, schools, and emergency response officials to discuss best practices in emergency management and all-hazards emergency operations planning. Turnout for the discussions were excellent, with homeland security officials, first responders, community organizers, school officials, and local government officials all working together to strengthen school emergency plans and preparations.

### **REGIONAL STATEWIDE ROUND TABLE WORKSHOPS**

Date	Region	Time	Location
November 5, 2015	1	9:30a-noon	Mel Ott Recreational Park, 2301 Belle Chasse Hwy, Gretna, LA 70053
November 9, 2015	4	9:30a-noon	Abdalla Hall Auditorium, 635 Cajundome Blvd., Lafayette, LA 70506
November 12, 2015	8	9:30a-noon	Ouachita Parish Fire Training Center, 1000 New Natchitoches Rd., West Monroe, LA 71292
November 16, 2015	7	9:30a-noon	Port of Caddo-Bossier, 6000 Doug Attaway Blvd., Shreveport, LA 71115
November 17, 2015	3	9:30a-noon	St Charles Sheriff's Office (Conference Room), 260 Judge Edward Dufrene Parkway, Luling, LA 70070
November 18, 2015	9	9:30a-noon	Tangipahoa Parish Environmental Services Building, 15485 West Club Deluxe Road, Hammond, LA 70403
November 19, 2015	6	9:30a-noon	Alexandria Mega Shelter, 8125 Hwy 71 South, Alexandria, LA 71302
December 1, 2015	5	9:30a-noon	Calcasieu Parish EOC, 901 Lake Shore Drive, Lake Charles, LA 70601
December 2, 2015	2	9:30a-noon	GOHSEP 7667 Independence Blvd., B.R., LA 70806



## REGION 1



### 5 Main Discussion Points:

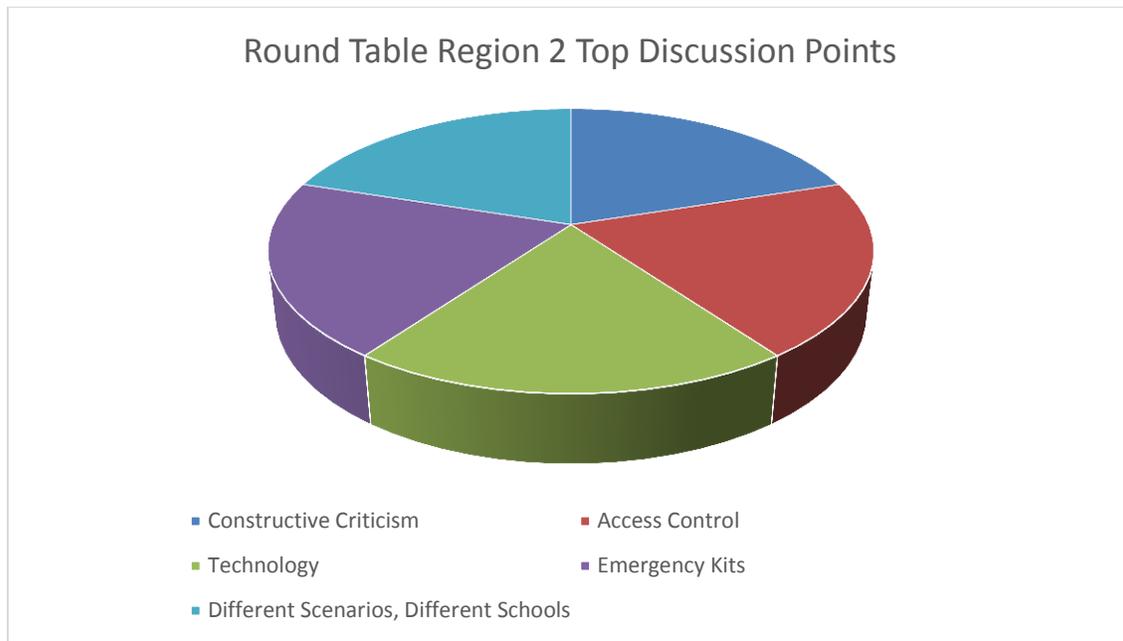
1. *Identifying Roles, Responsibilities, and Training*
  - a. It is crucial when developing all hazards emergency operations plans to identify the roles all individuals will play in a true event and describe the responsibilities of everyone on the team. Knowing what is expected in a crisis, and practicing one's roles and responsibilities in training exercises is a must.
2. *Funding*
  - a. Finding ways to locate funding, or thinking outside of the box in order to develop new ways and techniques to ensure programs, training, and exercises take place in school districts is vital to staying ahead of the game with regards to emergency preparedness.
3. *Bringing Everyone Together*
  - a. There is no I in TEAM, but every individual plays a crucial role that can be the difference between life and death in an emergency situation. Ensuring everyone is on the same page with regards to emergency plans, understanding what is expected in an emergency, and working together to bolster comradery is a major part of the preparedness mindset.
4. *Sense of Urgency*
  - a. Seconds can feel like hours, and understanding that action is crucial in an emergency is the first step towards reaching team goals surrounding school safety.



## 5. Time

- a. Time is of the essence, whether preparing for an emergency, responding to an emergency, or stressing the importance of time as emergency situations are unfolding. Ensuring that all parties involved in the 360 degree “preparedness” cycle focus on time, team, and training is the key to success.

## REGION 2



### 5 Main Discussion Points:

#### 1. *Constructive Criticism*

- a. Being able to analyze a situation, or emergency operations plan, and give honest, positive feedback that is constructive in nature plays a vital role in reviewing, updating, and critiquing plans and exercises, in unison with after action reports (AARs).

#### 2. *Technology*

- a. Utilizing technological leaps and advancements in the preparedness and response framework can assist in streamlining operations, keeping lines of communication open, and enabling faster response times to emergencies. A few applications discussed were “Voxer” and “Cop Seek 911”.

#### 3. *Different Scenarios, Different Schools*

- a. All too often, we can become comfortable if we exercise the same plans, in the same locations, with the same scenarios. It’s important to switch things up; choose a different school for the exercise or a



different threat for the school. Throw a curve ball and truly test your staff, faculty, and students. See how people react and include constructive criticism in the after action report. It's better to make mistakes and learn from them while practicing, then have failure during a real incident.

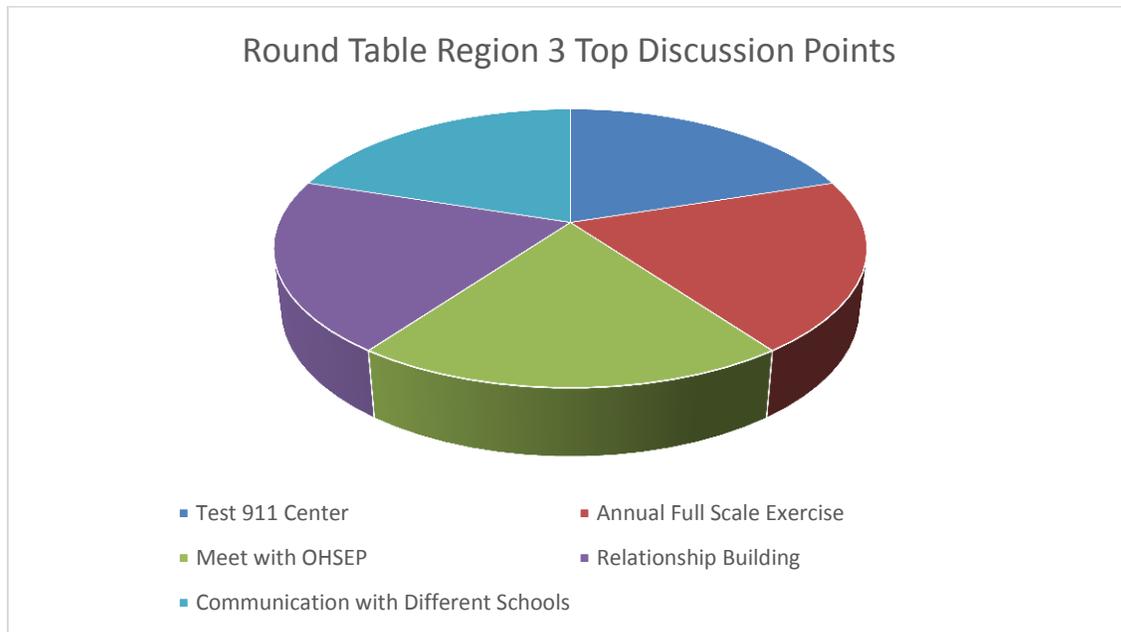
4. *Access Control*

- a. Controlling who enters your school, what they have access to, and how you manage them while they are on school grounds is important to the safety of everyone at the location. Ensuring that rules, regulations, and guidelines are followed closely, and a systematic process exists for checking guests, parents, and maintenance visitors in is at the top of safety checklist.

5. *Emergency Kits*

- a. Having emergency kits throughout the school, and in each classroom, can save the day in the event a situation unfolds. Teachers and staff need access to items that are close within reach. Training teachers and staff on what is in the kit, and how to use it, is a great way to bring the team together and prepare for disasters, small and large.

**REGION 3**



**5 Main Discussion Points**

1. *Test 911 Center*

- a. Work in unison with your local police and 911 call center. Plan a time to put your school to the test, and use this opportunity to bring local police into your school and take a tour if they haven't already.



## 2. *Meet with OHSEP*

- a. Work with your local Office of Homeland Security and Emergency Preparedness. Ask them for advice with your plans, share your plans with them, and get them involved with your exercises and training. This is a great way to bring everyone to the table who will arrive in the event of a true disaster.

## 3. *Communication with Different Schools*

- a. Speak with leaders of other schools in your district. Learn about the strengths and weaknesses that their exercises unearthed. Ask to participate or watch as bystander at their next exercise. Knowledge is power and communicating with those around you can save you time and funding with your own strategy.

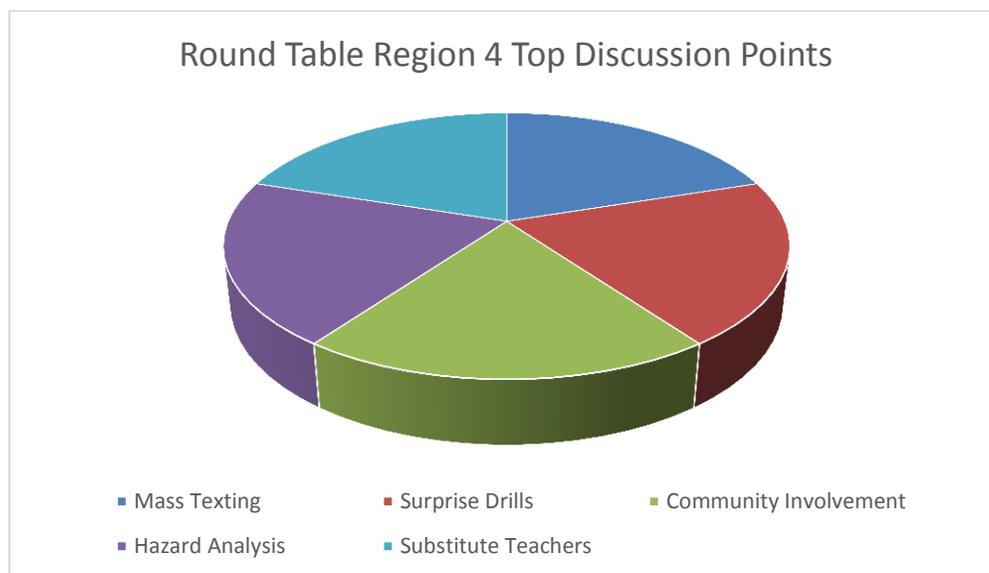
## 4. *Annual Full Scale Exercise*

- a. Focus on training and smaller exercises throughout the year, but have at least one large full scale exercise a year. Invite local first responders and work as a team to find errors and take corrective action updating plans and include the information in your after action report.

## 5. *Relationship Building*

- a. Building a team is about involvement, open lines of communication, and relationships. Bring everyone together now and solidify relationships within your schools and districts. The worst time to meet someone for the first time is when a crisis is unfolding.

## REGION 4



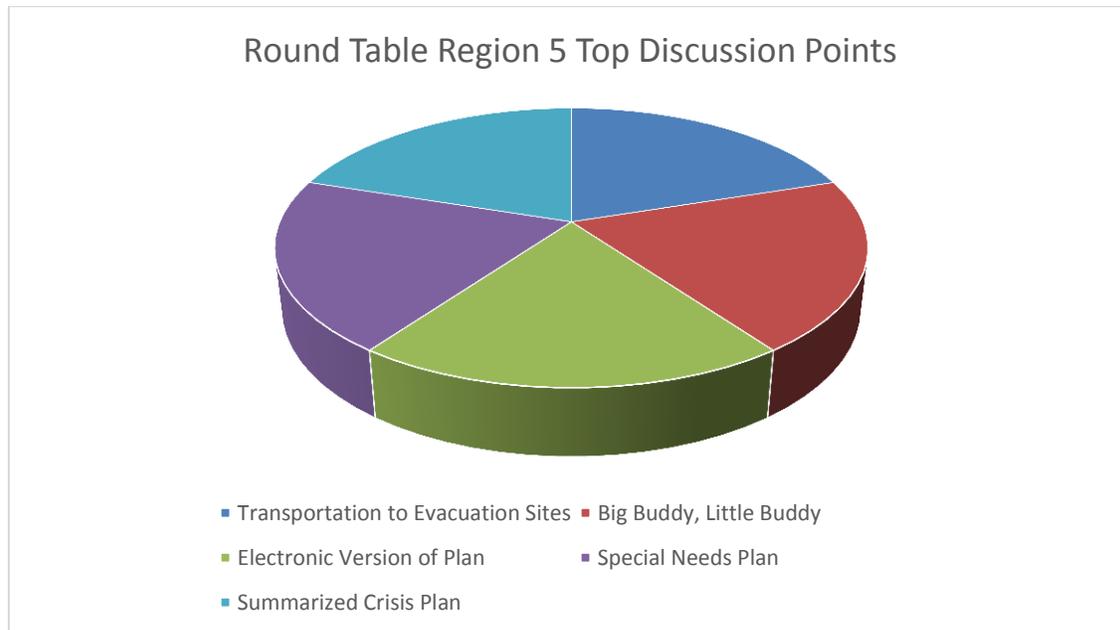
## 5 Main Discussion Points



1. *Mass Texting*
  - a. Utilizing a mass texting service is a great way to keep parents, staff, faculty, and the general public informed of any emergency situations that are occurring within a certain geographic location. Mass texting can also be used to assist with contacting parents about student location and pickup times when an emergency unfolds.
2. *Surprise Drills*
  - a. Keeping everyone on their toes and implementing surprise drills is an easy and effective way to test emergency operations plans, teachers, and staff, and to see how student's react when a potential threat or emergency presents itself.
3. *Community Involvement*
  - a. Keeping the community involved in school safety through quarterly meetings, emails, or social networking sites is important. Sometimes, someone driving by a school or someone walking in the neighborhood can spot a potential problem and notify the authorities before anyone else on school grounds is aware of what is transpiring.
4. *Hazard Analysis*
  - a. Identifying potential and actual hazards and risks is a large part of a risk assessment. Being aware of potential hazards (ex. Railroad tracks, rivers and waterways, chemical plants, etc.) can assist in preparing emergency operation response plans for threat annexes.
5. *Substitute Teachers*
  - a. Keeping substitute teachers in the loop on emergency operations plans and ensuring they are aware of safety protocols, exits, fire alarms, etc. is key to ensuring everyone is on the same page for a disaster. Sometimes, substitute teachers are the weakest link in the preparedness chain because they simply do not know and have not been introduced to the emergency plan.



## REGION 5



### 5 Main Discussion Points

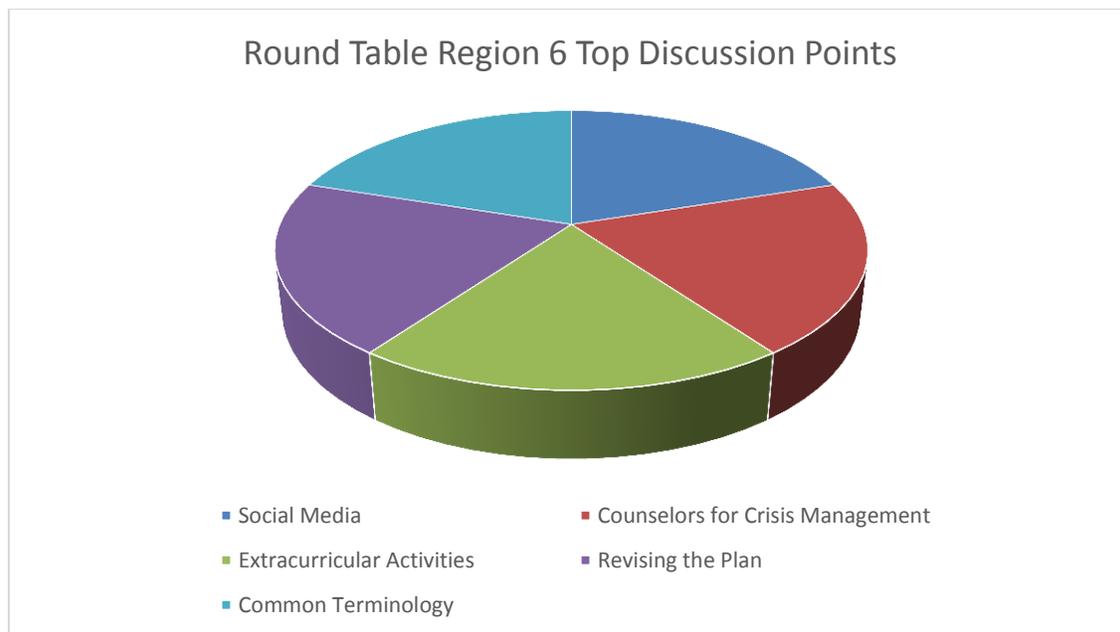
1. *Transportation to Evacuation Sites*
  - a. Having complex transportation issues on the table before a mass evacuation can save not only headaches, but lives. Knowing what transportation, what areas will students be evacuated, and where they will be evacuated to can be the difference in an emergency.
2. *Electronic Version of Plan*
  - a. Maintaining digital copies of emergency plans and providing access to these copies by law enforcement and other first responders is a great way to ensure that no matter what happens, those with need-to-know access of critical information always have access to it. If the plans are only available in the school, and the school is on lockdown, major problems can evolve.
3. *Summarized Crisis Plan*
  - a. A detailed and specific plan is a positive, but it's also a great idea to keep a shorter summary of the plan available in the event someone needs to quickly read over and learn the main points of the emergency plan.
4. *Big Buddy, Little Buddy*
  - a. Assigning an older student to a younger student and having the older student account for the younger student at the evacuation site or meeting area can assist the teachers in accounting for all students. It's just one more step that supports the mission.



## 5. Special Needs Plan

- a. Be aware of any special needs students in your school and be sure to include their needs into the plan. Ensure any special needs, medicine, and medical equipment needed by the student(s) are taken into account.

## REGION 6



## 5 Main Discussion Points

1. *Social Media*
  - a. Utilize social media. Use it as a means to stay connected with parents and the community and keep everyone in the loop during an emergency situation. Let parents and community officials know that for up-to-the-minute information, go to their site.
2. *Extracurricular Activities*
  - a. Remember to include extracurricular activities that occur on school grounds as part of your emergency plans. After hour basketball, soccer, football, etc. All of these events have the potential for something to go wrong and plans need to be included in standard operating guidelines.
3. *Summarized Crisis Plan*
  - a. Include a summarized crisis plan as part of your emergency operations planning. Detail serious events that could occur, then have a short detailed summary of what to do to get the ball rolling once an event



begins to unfold. Anyone can quickly read the crisis plan and know exactly how the school will handle the situation, and this can remind managers and those overseeing emergency situations a snapshot view of what to do when under stress and duress.

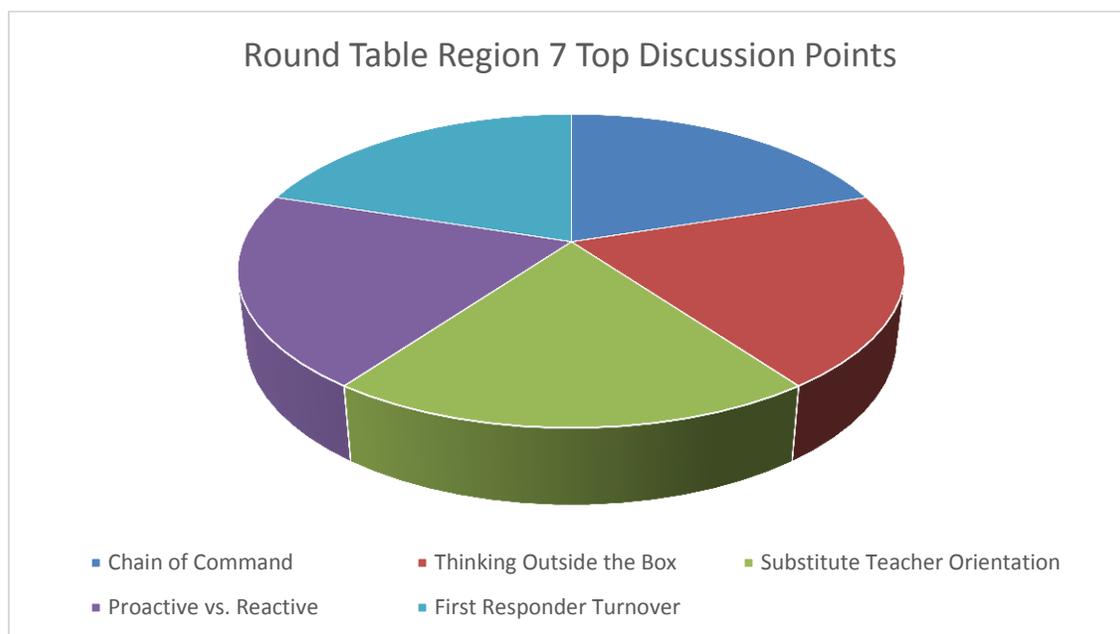
4. *Counselors for Crisis Management*

- a. Have counselors ready to handle situations during, and after, disasters when students, faculty, and staff may need emotional and psychological support. Have a system in place, and be prepared for mass care in the event of a school wide shooting or major disaster.

5. *Revising the Plan*

- a. It is crucial to update and revise the plan following exercises and trainings with best-practices learned and critiqued in after action reports. If the plan is not updated, then best practices can slip between the cracks and be forgotten. Changes can be made to electronic copies for those in the know to print for their files.

## REGION 7



## 5 Main Discussion Points

1. *Chain of Command*

- a. Ensuring that proper chain of command exists within the disaster response framework, each person understands their roles, and the entire team knows how to fill in for others if they are absent or are part of a school event and cannot participate in their primary role within the command structure (cross training).



2. *Proactive vs. Reactive*

- a. Built into the emergency plan needs to be how, and at what times, do leadership escalate the response during a disaster? For instance, at what time do you contact the police, update social media, send out text emergency alerts, etc. Will the school or district take a more proactive stance, or more reactive when faced with a potential or actual disaster? These decisions need to be partially made before an event presents itself.

3. *Thinking Outside the Box*

- a. What steps can leadership take that are outside of the box but streamline the disaster preparedness and response mindset and reaction time? Just because it is a new idea, doesn't mean it is the wrong one!

4. *First Responder Turnover*

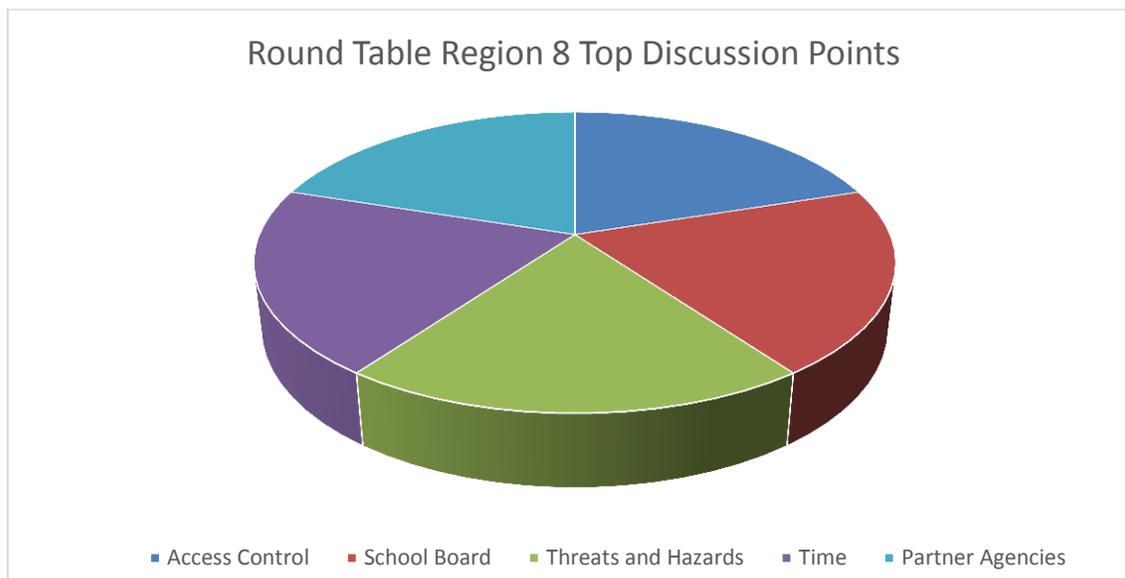
- a. Turnover does exist in the first responder community. Verify that your main contacts within the community are still aware of your plan and are keeping others around them informed. Worst case scenario concerning this is for a disaster to unfold and the main person you are working with is out of town or has left the position and not updated you or others.

5. *Substitute Teacher Orientation*

- a. Provide all substitutes, even if only for a day, an orientation and explanation of what to do and how to handle crisis situations according to the school's emergency operations plans. All faculty and staff need to be included, because they are directly responsible for the safety and security of their students during an emergency.



## REGION 8



### 5 Main Discussion Points

#### 1. Access Control

- a. Ensuring that proper procedures are in place to control all ingress and egress at the schools, but also not trap students, faculty, and staff from leaving the building in the event of a fire or other disaster. Security and safety must be addressed together with regards to controlling access to classrooms, equipment, fuel/chemicals, etc.

#### 2. School Board

- a. The School Board plays a crucial role with campuses. The School Board should be kept at the core of the emergency plans and updated on changes, exercises, trainings, and other important emergency response issues.

#### 3. Threats and Hazards

- a. Identification of threats, risks, and hazards is key to any emergency plan. Take into account the electrical grid, fuse box, chemical storage on campus, easy access points, high vantage points, etc. Include all hazards and threats in analysis and identify ways to mitigate risk.

#### 4. Time

- a. Everyone needs more of it, but it seems there is less to go around every day. Utilize time effectively, whether conducting exercises, sponsoring trainings for employees, or running drills. Use time as another pressure during drills. Explain to everyone that a second here or a second there can drastically change the outcome of situations.

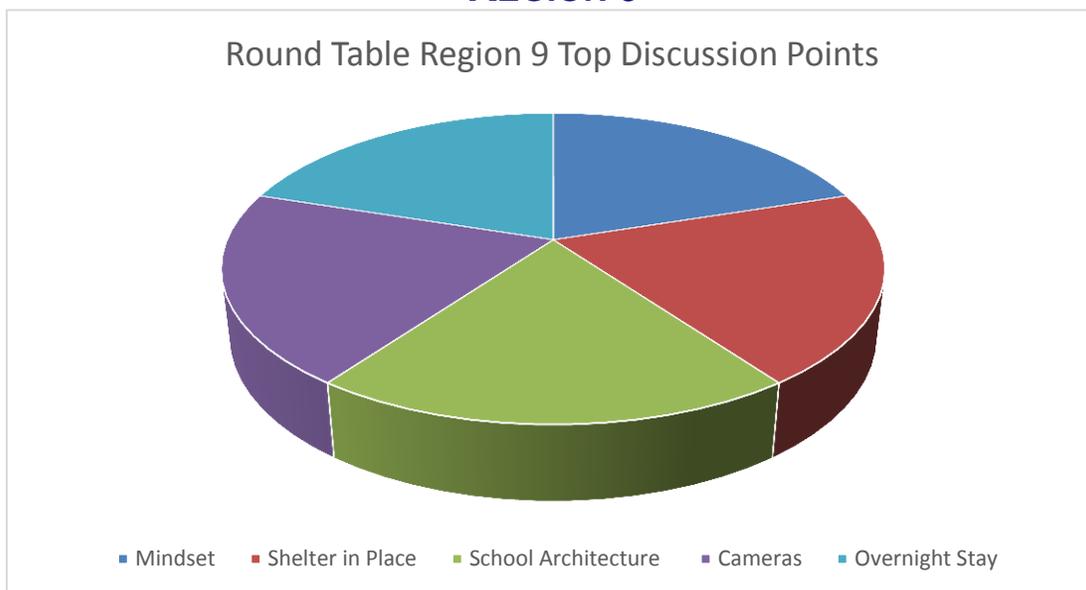


Stress vigilance and the importance of sticking with a schedule and trusting your intuition with regards to carrying out duties in an emergency situation as the clock is ticking.

5. *Partner Agencies*

- a. Collaborate, innovate, and build relationships, lean on others for support. Utilize your partner agencies, and their expertise in what they do, to help bolster your emergency response plans. Invite police to tour your school, EMS to give instructional courses to your staff, and utilize your local homeland security office for their knowledge and understanding of threats and risks.

## REGION 9



### 5 Main Discussion Points

1. *Mindset*

- a. Having the proper mindset and attitude when planning for a disaster is just as important as when reacting to one. Staying positive, maintaining focus during training and exercises, and realizing the criticality of what's at stake (adults and students' lives) should drive you forward.

2. *Shelter in Place*

- a. There is a time to evacuate, and there is a time to shelter in place. Know what you will do before an event unfolds. Decide beforehand how you will shelter in place, preposition food/water/other items, and instruct staff and faculty on how to handle each situation (active shooter and lights) (intense weather and windows) (etc.).



### 3. *School Architecture*

- a. Understand the layout of the school and how it can be positively used for you in an emergency or against you. Easy access to the outside of the school is excellent if you have to evacuate, but is it easy to access the school through these same ways if an intruder is looking to make it to the core of the school?

### 4. *Cameras*

- a. Cameras are a great tool to incorporate within a school, but remember it is virtually impossible for one person to watch 25+ cameras at the same time and be efficient at spotting something array. The adult human attention span exhausts on average after 5 minutes. Utilize cameras as a tool, but not the end-all, for spotting situations. Cameras are an excellent resource in recording information that can be utilized after an event for education and evidence.

### 5. *Overnight Stay*

- a. Remember what happened in Atlanta, Georgia, during the recent great freeze? Weather related events, particularly flooding and electric outages are of grave concern in Louisiana. Make sure you have extra supplies (food, water, blankets, etc.) in the event your students have to stay at the school overnight.

## Conclusion

The LASEMP Round Table Meetings provided a regional venue for school districts and individual schools, homeland security professionals, first responders, and other community organizers to come together and discuss all-hazards emergency operations plans, school preparedness, and interoperability. By having plans in place to keep students and staff safe, schools play a key role in taking preventative and protective measures to stop an emergency from occurring or reduce the impact of an incident. The Governor's Office of Homeland Security and Emergency Preparedness brings together elements of emergency management for natural,



human-caused, and technological incidents in the Louisiana High-Quality Emergency Operations Planning Toolkit that was provided free of charge to participants of the LASEMP program. This toolkit and all other pertinent information surrounding the grant and initiatives can be found on GOHSEP's website:

<http://gohsep.la.gov/PREPARE/LASEMP>.

Together, we can all make a difference in the lives of students, families, and school staff by preparing today for what may happen tomorrow. Preparedness is a necessity, and encompasses training, education, exercising, teamwork, and motivation to succeed against whatever odds a disaster presents. All of us at the Governor's Office of Homeland Security and Emergency Preparedness look forward to working with you closely in the future and we will see you soon at our upcoming Regional Exercises that will be held across the State of Louisiana from April, 2016, to July, 2016.

Sincerely,

LA School Emergency Management Planning Program Team  
Governor's Office of Homeland Security and Emergency Preparedness  
7667 Independence Blvd.  
Baton Rouge, LA 70806

<b>Number of Attendees at the LASEMP Round Table Meetings</b>
Region 1: <b>44 total</b>
Region 2: <b>20 total</b>
Region 3: <b>20 total</b>



Region 4: <b>33 total</b>
Region 5: <b>10 total</b>
Region 6: <b>24 total</b>
Region 7: <b>27 total</b>
Region 8: <b>21 total</b>
Region 9: <b>19 total</b>
<b>Total combined attendees: 218</b>

## LASEMP Regional Exercises

The LASEMP Regional Exercises took place in all 9 GOHSEP Homeland Security Regions throughout the state of Louisiana. Each of the nine exercises lasted between 2 to three hours, and exercise play was limited to first responders, key school/ district personnel, emergency management, and some other select agencies. The overall objectives and core capabilities of the 9 regional exercises were as follows:

- Review the current Tornado/Hazardous Weather plan's ability to address a catastrophic event at a school in your parish in accordance with your district's Emergency Operation Plan.  
-Planning
- Discuss your plan's collaboration with First Responders and local NGOs in preparation and response for a crisis in accordance with your district's Emergency Operation Plan.  
-Operational Coordination
- Review the current notification, accountability and reunification plans and their implementation after a severe weather event in accordance with your district's Emergency Operation Plan.  
-Operational Communications



The exercises were broken into three modules, and each module had two sets of questions: one to be answered by the key school and district personnel, and the other to be answered by first responders. The exercise was originally designed to split the two groups up and to have brief back periods for each group, but the flexibility of the design allowed us to adjust and adapt the format based on the number and type of participants we encountered.

<b>Number of Attendees at the LASEMP Regional Exercises</b>
Region 1: <b>19 total</b>
Region 2: <b>29 total</b>
Region 3: <b>21 total</b>
Region 4: <b>22 total</b>
Region 5: <b>15 total</b>
Region 6: <b>26 total</b>
Region 7: <b>7 total</b>
Region 8: <b>19 total</b>
Region 9: <b>9 total</b>
<b>Total combined attendees: 167</b>



## Participant Feedback Form Analysis

Participants at each of the 9 regional exercises were asked to fill out participant feedback forms, in order to gauge their observations, comments, and receive their input on whether or not the exercise was helpful in their preparedness and planning efforts. The following is a breakdown of the scores from all of the participant feedback forms received:

Scoring is based on a scale of **1 to 5**- with **1 indicating strong disagreement** and **5 indicating strong agreement**.

Assessment Factor	Total Score
Pre –exercise briefings were informative and provided the necessary information for my role in the exercise.	4.38
The scenario was plausible and realistic.	4.63
Participants included the right people in terms of level and mix of disciplines.	4.35
Participants were actively involved in the exercise.	4.48
Participation was appropriate for someone in my field with my level of experience/training.	4.6
The seminar increased my understanding about and familiarity with the capabilities and resources of other participating organizations.	4.61
The seminar provided the opportunity to address significant decisions in support of critical mission areas.	4.6
After this seminar, I am better prepared to deal with the capabilities and hazards addressed.	4.49

Looking at the above scores you can see that the exercise was overall very successful. The following is a sample of some of the comments received on the participant feedback forms.

Participant Feedback Forms Comments:

- would like more drills
- discussion is good but we need live drills to practice the real thing
- provide updates of best practices
- lessons learned from actual events; what worked, what didn't, and why
- realized how unprepared they are
- wants someone to come to the school and do a faculty/staff briefing
- appendix provided very helpful, along with real world examples



## GSEM LOUISIANA TIMELINE

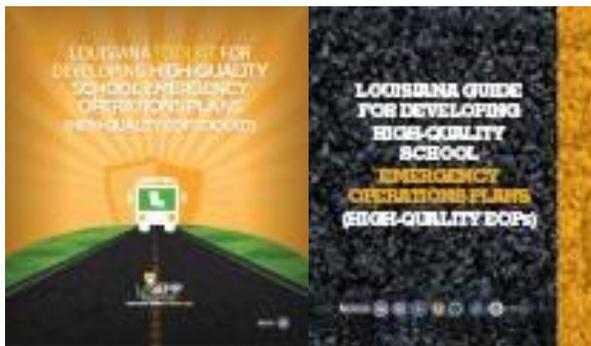
84.184Q GSEM Activity Timeline  
 Grantee PR Award #: S184Q1400 \_\_ \_\_  
 Grantee State: Louisiana  
 Date: 7/11/16

Activity	Status			Comments
	Complete (incl. completion date)	In Progress (incl. expected completion date)	Not Started (incl. expected start date)	
<b>Phase 1 and 2 Data Collection</b>	May 2015			Initial Surveys and comments
<b>9 Regional Statewide Kickoff Workshops</b>	July 2015			Conducted workshops and delivered LASEMP folders/binders
<b>9 Round Table Meetings</b>	Dec. 2015			High new-attendee turnout
<b>Survey for Regional Exercise Dates</b>	January 2016			Survey Monkey (compiling data/new data now)
<b>Round Table Note Compilation</b>	March 2016			Utilize for information purposes
<b>9 Regional Exercises</b>	June 2016			9 LA Regions, coordinate with Regional Directors ( <u>Actively building situation manual</u> )
<b>After Action Report/Improvement (AARIP)</b>	September 2016			Complete and include statistics, pictures, etc.
<b>District Plan</b>			October –	Offer plan



Reviews/Guidance			December 2016	review and guidance
Final Grant Survey			January – March 2017	Complete and submit

## Appendix A: Louisiana Toolkit for Developing High-Quality School Emergency Operations Plans



The idea behind the toolkit was to create a resource for all hazards planning that would be able to reach all schools and districts. Due to limited funding and personnel, we thought the best way to reach the largest audience with quality planning guidance was to create this toolkit. The Overall Toolkit is heavily based on the Federal Guide for Developing High-Quality Emergency Operations Plans.

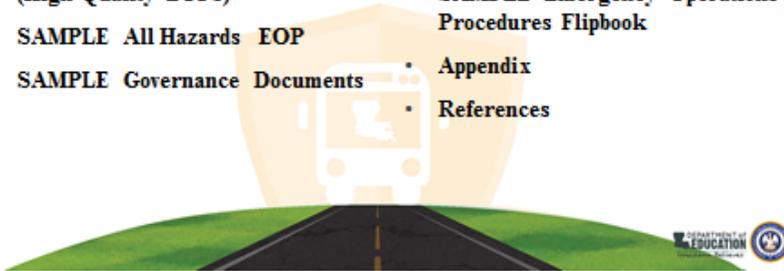


PROTECTING SCHOOLS. SAVING LIVES.

## Organization

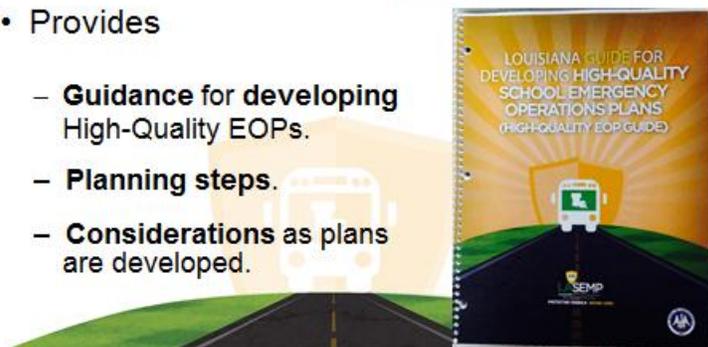
### 11 sections:

- How to Use this Toolkit
- Program Description
- Developing High-Quality School Emergency Operations Plans (High-Quality EOPs)
- SAMPLE All Hazards EOP
- SAMPLE Governance Documents
- Sample Exercise Development Tools
- SAMPLE Exercise Training Opportunities
- SAMPLE Emergency Operations Procedures Flipbook
- Appendix
- References



## Louisiana Guide For Developing High-Quality School EOPs

- Provides
  - Guidance for developing High-Quality EOPs.
  - Planning steps.
  - Considerations as plans are developed.





### 10 sections:

- Introduction + Purpose
- Planning Principles
- Planning Process
- Basic Plan
- Functional Annexes Content
- Threat- + Hazard-Specific Specific Annexes
- A Closer Look
- *Appendix A: Evacuation Plan*
- *Appendix B: School EOP Development Checklist*
- *Appendix C: EOP FINAL Plan Review Checklist + CrossWalk*



## SAMPLE Exercise Development Tools

- Provides an EOP exercise development checklist . . .

School EOP Exercise Checklist		Date of Development		Date of Review	
Component	Task	Priority	Start	End	Responsible
<b>Participant Checklist</b>					
Identify all participants					
Identify all participants' roles					
Identify all participants' responsibilities					
Identify all participants' contact information					
Identify all participants' communication methods					
Identify all participants' training needs					
Identify all participants' equipment needs					
Identify all participants' safety needs					
Identify all participants' emergency needs					
<b>Phase Working Checklist</b>					
Identify all phases					
Identify all phases' tasks					
Identify all phases' responsibilities					
Identify all phases' contact information					
Identify all phases' communication methods					
Identify all phases' training needs					
Identify all phases' equipment needs					
Identify all phases' safety needs					
Identify all phases' emergency needs					

## School EOP Exercise Checklist





**LASEMP** LOUISIANA TOOLKIT FOR DEVELOPING HIGH-QUALITY SCHOOL EMERGENCY OPERATIONS PLANS (HIGH-QUALITY EOP TOOLKIT) 14

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## SAMPLE Exercise Development Tools (Continued...)

... and *sample exercises*.

**Evacuation**

**Exercise Purpose Statement**

On **[DATE]**, the **[SCHOOL]** will test the ability of staff and students to perform these k functions:

- Evacuation and accountability of students at **[SCHOOL]**

The screenshot shows a document titled "Evacuation" with a purpose statement: "On [DATE], the [SCHOOL] will test the ability of staff and students to perform these k functions:". A bullet point lists "Evacuation and accountability of students at [SCHOOL]". The document also includes a section for "Evacuation" with instructions for participants and a "Checklist" for staff and students.

All of the Toolkit Materials can be downloaded at the following website: <http://gohsep.la.gov/PREPARE/LASEMP>



## Appendix B: Kickoff Meetings

CLICK ON THE LINK ABOVE TO REGISTER!

{ PLEASE FORWARD THIS TO THE APPROPRIATE INDIVIDUALS WITHIN YOUR ORGANIZATION. }

# SAVE THE DATE. REGISTER NOW!

PROTECTING SCHOOLS. SAVING LIVES.

REGISTRATION: 9:30am - 10:00am  
MEETING: 10:00am - 11:30am

<p><b>REGION 2</b> <b>BATON ROUGE</b> June 2 Dalton Woods Auditorium LSU Center for Energy Studies, Coast and Environment Building (Next to Campus Federal Credit Union 3535 Nicholson Drive Extension, 70803)</p>	<p><b>REGION 1</b> <b>KENNER</b> June 8 Bonnabel High School 2801 Bruin Drive, 70065</p>	<p><b>REGION 9</b> <b>HAMMOND</b> June 10 Tangipahoa Parish Environmental Services 15485 W. Club Deluxe Road, 70403</p>	<p><b>REGION 3</b> <b>LULING</b> June 16 St. Charles Sheriff's Office 260 Judge Edward Dufresne Pkwy, 70070</p>
<p><b>REGION 4</b> <b>LAFAYETTE</b> June 17 Abdallah Hall 635 Cajundome Blvd., 70506</p>	<p><b>REGION 6</b> <b>ALEXANDRIA</b> June 23 Mega Shelter 8125 Hwy 71 South, 71302 (When using the above address, Google maps shows a site a few miles away from the Shelter, making it difficult to find. As an alternative, you can enter <b>8100 Hwy 71 South</b> [main campus address] and catch the shuttle to the main site.)</p>	<p><b>REGION 8</b> <b>WEST MONROE</b> June 24 Ouachita Parish Fire Training 1000 New Natchitoches Road, 71292</p>	<p><b>REGION 7</b> <b>BOSSIER CITY</b> June 25 Bossier Sheriff's Office Sub-Station 2510 Viking Drive, 71111</p>

### What

School Emergency Management Planning (SEMP) Workshops

### Why

The tragic events of Sandy Hook highlight the importance of preparing **school officials** and **first responders** to develop and implement **school-based emergency operations plans (EOPs)**. While schools are not traditional response organizations, when a school-based emergency occurs school personnel are the first to respond to unfolding events.

**YOU HAVE A RESPONSIBILITY!**

To ensure every student, teacher and school employee is in a **safe** and **secure** facility, **prepared** to respond in the event of an emergency or disaster incident, **Act 313 of the 2001 Louisiana Regular Legislative Session mandates that all elementary and secondary public schools prepare, maintain and exercise a crisis management and response plan.**

**Today**, these are known as **High-Quality School Emergency Operations Plans** (High-Quality EOPs).

**THESE WORKSHOPS WILL TEACH YOU HOW TO MEET YOUR RESPONSIBILITY.**

Workshops are funded through the **Grants to States for School Emergency Management Planning (SEMP)** from the U. S. Department of Education (DOE) coordinated by the Louisiana Department of Education (DOE) and the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP).

### Who Should Attend?

- School district superintendents
- Risk managers
- Building maintenance staff responsible for school security
- Security staff
- Designated point of contact (POC) for the Grants to States for School Emergency Management Planning (SEMP)
- School campus safety stakeholders



**Region 1**



Louisiana School Emergency Management Planning Kickoff Meeting Region 1  
Baton Rouge, LA  
June 9, 2015

	Last Name	First Name	Organization	Email Address	Phone #	Signature	Last 4 SSN
1	Martinez	April	GOHSEP	april.martinez@la.gov	225-332-3456	April Martinez	7301
2	Huff	James	JPRS	james.huff@jprs.k12.la.us	504-549-7616	James Huff	9195
3	Bilbe	B. J.	O.P.S.B.	b.j.bilbe@opsb.us	304-572-3000	B. J. Bilbe	7067
4	Breaux	Derek	GOHSEP	derek.breaux@la.gov	225-328-4261	Derek Breaux	0124
5	Simoneaux	Collins	GOHSEP	collins.simoneaux@la.gov	225-328-4261	Collins Simoneaux	0124
6	Schultz	David	GOHSEP	david.schultz@la.gov	225-335-5555	David Schultz	7291
7	Ehrhart	David	SMPB	dave.ehrhart@stmarq12.net	337-821-6000	David Ehrhart	8210
8	Delaney	Lotte	NOCCA	ldelaney@nocca.org	504-940-2830	Lotte Delaney	26020
9	Dimarco	Kelly	Play Parish School	kdimarco@pspb.org	504-644-7901	Kelly Dimarco	8994
10	Harvey	Patrick	PPG-DHSEP	pharvey@ppgou.net	504-912-1007	Patrick Harvey	4964
11	LEITCH	MATHEW	KIPP NEW ORLEANS	MATHEW.LEITCH@kippneworleans.org	504-451-1771	Matthew Leitch	8771
12	Seigor	Michelle	Academy of Our Lady	mseigor@academyofourlady.org	504-938-3578	Michelle Seigor	8597
13	Abraham	Dial	Saints Reparatory Academy	dial@stsa.org	504-584-2101	Dial Abraham	0346
14	Benoit	Jella	Chapelle HS	jbenoit@chapellehs.net	504-473-3005	Jella Benoit	
15	Milano	Marc	Memorial HI	mmilano@memorialhi.org	504-382-2211	Marc Milano	0817
16	Bartlett	Keith	LEND	kbartlett@lend.org	225-550-5500	Keith Bartlett	4749
17	Calisto	Ythra	Lycée Fagnari	ycalisto@lycee-fagnari.org	504-582-5599	Ythra Calisto	
18	Scalco	Michael	Herk Rummel HS	mscalco@herk-rummel-hs.org	834-55912	Michael Scalco	1941
19	CAZEAUX	STEVE	Ash Rummel HS	scazeaux@rummelhs.org	833-55912	Steve Cazeaux	6853
20	Gonski	Robert	St John Luth. Sch	rgonski@stjohnluthsch.org	488-6611	Robert Gonski	8959
21	Johnson	Kriel	APSE Schools for us	kjohnson@apse-schools.org	460-4784	Kriel Johnson	0389

105




  
 Louisiana School Emergency Management Planning Kickoff Meeting Region 2  
 Baton Rouge, LA  
 June 2, 2015

	Last Name	First Name	Organization	Email Address	Phone #	Signature	Last 4 SSN
41	MARKICK	NATHAN	NACP	Nathan@NatchollsPrep.org			
42	GIBSON	REBECCA	NACP	rgibson@NatchollsPrep.org			
43							
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# Region 2



Louisiana School Emergency Management Planning Kickoff Meeting Region 2  
Baton Rouge, LA  
June 2, 2015

	Last Name	First Name	Organization	Email Address	Phone #	Signature	Last 4 SSN
1	STEWART	Joe	GOHSEP	Joe.Stewart@la.gov	925-525-3209	<i>[Signature]</i>	84410
2	Mathias	April	GOHSEP	april.mathias@la.gov		<i>[Signature]</i>	7801
3	Brewer	Deak	GOHSEP	deak.brewer@la.gov		<i>[Signature]</i>	8585
4	Guidry	Daren	Golsyn	daren.guidry@la.gov	916-4405	<i>[Signature]</i>	3152
5	Reais	Hazel	Northwest	hazel.reais@northwestla.gov	892-9284	<i>[Signature]</i>	
6	Davis	Sandy	GOHSEP	sandy.davis@la.gov	318-747-2121	<i>[Signature]</i>	0845
7	DeLattre	DARRELL	GOHSEP	DARRELL.DELATTRE@la.gov	225-7452	<i>[Signature]</i>	0845
8	Balfanz	Solman	St-Therese Middle	solman@st-therese.org	417-8803	<i>[Signature]</i>	2087
9	BANKS	Louis	LA School For Deaf	Lbanks@psd.org	225-241-5425	<i>[Signature]</i>	6188
10	SIMONEUX	Collins	GOHSEP	collins.simoneux@la.gov	225-229-4424	<i>[Signature]</i>	0424
11	LEDUITE	JARREN	West Baton Rouge	JARREN.LEDUITE@wbrouge.org	225-332-9424	<i>[Signature]</i>	5028
12	Mout	Darrett	GOHSEP	Darrett.Mout@la.gov	225-485-6388	<i>[Signature]</i>	0855
13	Zigler	Douglas	GOHSEP	Doug.Zigler@la.gov	225-451-9174	<i>[Signature]</i>	829
14	Roussel	Ann	GOHSEP	Ann.Roussel@la.gov	925-7417	<i>[Signature]</i>	0544
15	Buller	Phillip	Evangeline Parish School	phillip.buller@epsb.com	337-459-0365	<i>[Signature]</i>	0866
16	Bain	Debbie	Amangilles Parish School	debbie@amangillespsb.com	318-201-6364	<i>[Signature]</i>	0444
17	PELLERIN	ADDIE	Acadian Parish Schools	addie.pellerin@apsb.org	391-7085	<i>[Signature]</i>	7185
18	Davis	Jess	DHH OPH	jess.davis@le.gov	225-336-8735	<i>[Signature]</i>	5556
19	Miller	Michael	Diocese of Baton Rouge	mmiller@csob.org	925-7220	<i>[Signature]</i>	6079
20	MORAWA	Sehann	DHH-OPH	sehann.morawa@la.gov	225-925-7200	<i>[Signature]</i>	
21	Alford	Margaret	DHH-OPH	Margaret.Alford@la.gov		<i>[Signature]</i>	
22	Penley	Erignon Malissa	Connections Academy	malissa@academicconnections.com	225-993-1112	<i>[Signature]</i>	9091



  
 Louisiana School Emergency Management Planning Kickoff Meeting Region 2  
 Baton Rouge, LA  
 June 2, 2015

	Last Name	First Name	Organization	Email Address	Phone #	Signature	Last 4 SSN
23	Hail	Sohn	Super Davis School	Sohn.Hail@SDPS0K12.org	317-544-0860	<i>[Signature]</i>	6612
24	Shantz	Breant	Super Davis School	Shantz.Breant@SDPS0K12.org	337-794-5591	<i>[Signature]</i>	4537
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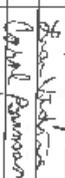
**Region 3**

Louisiana School Emergency Management Planning Kickoff Meeting Region 3  
Luling, LA  
June 16, 2015

	Last Name	First Name	Organization	Email Address	Phone #	Signature
1	Smith	Nolan	LaParade Parish S.D.	nolan.smith@lapeo.net	985-338-0889	<i>[Signature]</i>
2	Long	Debra	St. James Parish schools	longdebra@stjames.louis	985-682-4600	<i>[Signature]</i>
3	Kodtsey	Ray	COVINGTON	ray.kodtsey@la.gov	225-438-2892	<i>[Signature]</i>
4	Abbutt	Jeri	Houma PD	jabbutt@hpd.org	408-5737	<i>[Signature]</i>
5	Dube	Elton	St John S.H. Bd	edube@stjohn.k12.la	504-438-4100	<i>[Signature]</i>
6	Reel/lowe	Travis	St John S.H. Bd	travis.reel@stjohn.k12.la	915-632-2222	<i>[Signature]</i>
7	Rosenz	Kate	St. Charles Parish Schools	kate.rosenz@schs.k12.la	504-257-7166	<i>[Signature]</i>
8	COX	Annika	St. John S.D. 911	annika.cox@stjohn.k12.la	504-438-5104	<i>[Signature]</i>
9	THURGOOD	BEAUDOU	Prichard S.D. 911	beaudou.thurgood@prichard.k12.la	985-783-5055	<i>[Signature]</i>
10	Alberlachak	Sa. Mary Ann	Arch. n. D.	alberlachak@archdiocese.org	985-382-5055	<i>[Signature]</i>
11	Wolkan	Leann	St. James D. CP	leann.wolkan@stjames.k12.la	985-332-2305	<i>[Signature]</i>
12	Farfala	Marian	District of Houma, Thibodaux	marian.farfala@thibodaux.k12.la	985-889-2149	<i>[Signature]</i>
13	FATHALLAH	JUDY	St. Charles S.D.	j.fathallah@stcharles.k12.la	985-783-1156	<i>[Signature]</i>
14	Duplatis	Tammie	THURGOOD	tduplatis@thurgood.k12.la	985-783-5055	<i>[Signature]</i>
15	Eves	Evel	THURGOOD	eeves@thurgood.k12.la	985-783-5055	<i>[Signature]</i>
16	Louis	Melvin	THURGOOD	melvin.louis@thurgood.k12.la	985-783-5055	<i>[Signature]</i>
17	Moore	Travis	Terrebonne Parish S.B.	travis.moore@tpsd.org	985-876-7400	<i>[Signature]</i>
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**Region 4**

 Louisiana School Emergency Management Planning Kickoff Meeting Region 4 Lafayette, LA June 17, 2015						
1	Last Name	First Name	Organization	Email Address	Phone #	Signature
1	Breaux	Derek	COHSEP	derek@coahsep.org		
2	ARTHUR	DAVAL	ST MARY OHSEP	arthure.stmary@parish.la.gov		
3	JOHN	LEE	COHSEP	lee.john@slg.la.gov		
4	Vidrina	Lisa	St Landry OHSEP	stlandryohsep@ah.net	914 757	
5	Provencher	Carroll	DAK-DEP	carroll.provencher@la.gov	282-1258	
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**Region 5**

Louisiana School Emergency Management Planning Kickoff Meeting Region 5  
Lake Charles, LA  
June 18, 2015

	Last Name	First Name	Organization	Email Address	Phone #	Signature
1	Breaux	Derek	COHSEP	derek.breaux@olc.gva		
2	Menas	Glenn	BROHSEP	glenn1394@centurylink.net	337-480-5442	
3	Jeffrey	Douglas	GDHS EEP	doug.jeffrey@da.gov	225-59174	
4	Koy	Frances "Boo"	Bishop National Episcopal Day School	lkoy@episcopaldayschool.org	515-5077	
5	Vakupzack	Henelia	BNE DS	vakupzack@episcopaldayschool.org	337-376	
6	Cooley	Timothy	Beverlywood Baptist School	cooley@bws.k12.la.us	337-463-5501	
7	Graves	Jim	CHSO	JGRAVES@CHSO.com	337-423-426	
8	Roth	Dee	St. Louis Catholic	dberth@stlcs.org	438-707-6100	
9	Johann	Tony	St. Louis Catholic	TJohann@stlcs.org	438-7275-6722	
10	Selari	Suzzy	ICCS	sselari@iccschool.org	337-515-3756	
11	Castolo	Kimberlee	Diocese of Office of Catholic Schools	kimberlee.castolo@diocese.org	513-9510	
12	Ferguson	Mare	Cal. OHSEP	mferguson@cpind.net	721-380	
13	Rogers	Robert	Cal. OHSEP	brogersdel@cpind.net	721-380	
14	DeStout	Roy	Cal. OHSEP	roystout@cpind.net	721-9100	
15	Guardina	Skylar	CHSO	skylar.guardina@cpind.net	510-2947	
16						
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**Region 6**

Louisiana School Emergency Management Planning Kickoff Meeting Region 6  
Alexandria, LA  
June 22, 2015

Last Name	First Name	Organization	Email Address	Phone #	Signature
1 Break	Dick	OSDEP			
2 Briggs	Lanier	Grant School Board	lanier_briggs@mail.com	318-739-7080	<i>[Signature]</i>
3 Melanin	Bronda	Anguiles OSDEP	vachasep@angy.com	318-2409160	<i>[Signature]</i>
4 Berry	Arlo	Pointe Coupee	Budget.Berry@smc.edu	225-719-2149	<i>[Signature]</i>
5 Summers	Arif	NJIN	arifsummers@wvhs.net	318-428-4934	<i>[Signature]</i>
6 Gavin	Patrick	Catahoula Sheriff	patrick.gavin@patsh.com	915-402-112	<i>[Signature]</i>
7 Albertson	Tobin	Catahoula Sheriff	albertson@patsh.com	337-794-9333	<i>[Signature]</i>
8 Booth	Ellis	Catahoula Sheriff	booth@patsh.com	337-794-9333	<i>[Signature]</i>
9 Newbert	Tom	Thomson Road School	newbert@wpsb.k12.la.gov	337-28-394	<i>[Signature]</i>
10 Bascos	Teresa	OSDEP	teresa.bascos@la.gov	225-715-2207	<i>[Signature]</i>
11 Hill	Liz	EMANAGEMENT OSDEP	vanngy911@emmanagement.net	339-365-3467	<i>[Signature]</i>
12 DeWorth	Jackie	OLPS School	deworth@olps.louisiana.gov	318-482-1882	<i>[Signature]</i>
13 Fletcher	Rebecca	Grant Parish Schools	rebecca.fletcher@grantschools.net	337-622-2222	<i>[Signature]</i>
14 Whynoton	Wally	Anguiles OSDEP	whynoton@angy.com	318-441-3171	<i>[Signature]</i>
15 Reed	Karen	Allan Parish School Board	reed@allanparishschools.net	337-433-3535	<i>[Signature]</i>
16 Laster	Rhonda	Alex County Bayou	rlaster@acsdonline.net	318-498-1979	<i>[Signature]</i>
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(Send Survey)



**Region 7**

Louisiana School Emergency Management Planning Kickoff Meeting Region 7 Bossier City, LA June 25, 2015					
Last Name	First Name	Organization	Email Address	Phone #	Signature
1 Bross	Deek	GOUSEP			
2 Giamerico	Michael	Southern Christian Health	mgiamerico@scch.org	560-6233	
3 Mcbrister	Randall	Loyola Bellefleur	randallm@loyola.edu	209-7200	
4 Quirkhoff	Ken	Calvary Baptist Church	kquirkhoff@calvarybaptist.org	687-9922	
5 Guillory	Joann	Calvary Baptist Church	jguillory@calvarybaptist.org	578-5742	
6 Martin	Scott	Calvary Baptist Church	scottmartin@calvarybaptist.org	707-3899	
7 Kennedy	William	"	wkennedy@calvarybaptist.org	548-5145	
8 Greenfield	Reggy	St. Joseph School	reggygreenfield@stjosephschool.org	315-3535	
9 Gordon	Stacy	Providence Classical	stacygordon@providenceclassical.org	284-2200	
10 Mackville	Steve	Providence Classical	smackville@providenceclassical.org		
11 Spoons	Joyce	Desoto Park School	jspoons@desoto.org	800-872-7441	
12 RAKATHWI	GENIE	BOHSEP	genier@bohsep.org	319-3371	
13 Haughton	Darrell	Desoto Park School	dhaughton@desoto.org	318-572-1188	
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1 sat in for Darrell Haughton



**Region 8**

Louisiana School Emergency Management Planning Kickoff Meeting Region 8  
West Monroe, LA  
June 24, 2015

Last Name	First Name	Organization	Email Address	Phone #	Signature
1 STEWART	Joe	GOHSEP	Joe.Stewart@LA.gov	337-685-3389	[Signature]
2 Christian	Sean	GOHSEP	sean.christian@GOHSEP.NET	337-791-4874	[Signature]
3 <del>Boyle</del>	<del>James</del>	<del>Winn Parish Sheriff's Office</del>	<del>James.Boyle@winnla.gov</del>	<del>337-722-0759</del>	<del>[Signature]</del>
4 Madigan	Tammy	DHH/OPH	Tammy.Madigan@hhs.gov	337-341-7175	[Signature]
5 Eberhart	Jeffrey	Calumet Parish School Board	Jeffrey.Eberhart@calumetla.gov	337-537-4482	[Signature]
6 Gyllatt	Angela	Calumet Parish	agyllatt@calumetla.gov	337-644-2444	[Signature]
7 Brown	Alfred	DEP	alfred@DEP.net	987-374-0869	[Signature]
8 Black	Barrie	Parishes Head Start	blackbar@parishesheadstart.org	337-764-7347	[Signature]
9 Plummer	Debbie	Union Parish School Board	plummerd@unionparishla.gov	337-368-9750 ext. 108	[Signature]
10 Strotter	Tami	Harrison Parish School Board	tami.strotter@harrisonla.gov	337-343-3441	[Signature]
11 Thralls	Michael	East Carroll Parish	Michael.Thralls@eastcarrollla.gov	337-557-8877	[Signature]
12 Lewis	Dorothy H.	East Carroll	dhlewis@eastcarrollla.gov	337-557-8877	[Signature]
13 Hayekias	MARION	Excelsior Academics	marion.hayekias@excelsioracademics.com	337-487-2443	[Signature]
14 ARTZEL	CHRISTINA	Excelsior Academics	christina.artzel@excelsioracademics.com	337-550-1075	[Signature]
15 Holter	Willie	Excelsior Academics	willie.holter@excelsioracademics.com	337-550-1075	[Signature]
16 Ruppert	Sheldon	Excelsior Academics	sheldon.ruppert@excelsioracademics.com	337-550-1075	[Signature]
17 Powell	Able	Excelsior Academics	able.powell@excelsioracademics.com	337-550-1075	[Signature]
18 PHILLIPS	Kip	Excelsior Academics	kip.phillips@excelsioracademics.com	337-550-1075	[Signature]
19 Williams	Dawn	Richardson OEP	dawn.williams@richardsonla.gov	337-287-2872	[Signature]
20 Underwood	Donna	Quest School	donna.underwood@quest-school.com	337-522-1000	[Signature]
21					
22					



**Region 9**

Louisiana School Emergency Management Planning Kickoff Meeting Region 9  
Harrmony, LA  
June 19, 2015

	Last Name	First Name	Organization	Email Address	Phone #	Signature
1	Matthew	Deane	GOHSEP	govil.matt@gohsep.com	225-358-1527	<i>Deane Matthew</i>
2	Breax	Deak	GOHSEP	breax.browne@a.gov	987-966-4411	<i>Breax Browne</i>
3	COSSE	MICHELLE	ST. THOMAS PARISH SCH. Bd	michelle_love@stthom.org		<i>M. Love</i>
4	Simoneaux	Colins	GOHSEP	colins.simoneaux@la.gov	225-349-4261	<i>Colins Simoneaux</i>
5	PEBOCKAK	Carin	Fishline Schools	carin@fishlineschools.org	504-899-1351	<i>Carin Pebockak</i>
6	Wendy	Gill	LPS	wendygill@lps.org	225-884-0919	<i>Wendy Gill</i>
7	JENNIFER	Quinn	Washington Parish	quinn@wparsh.org	985-653-3245	<i>Jennifer Quinn</i>
8	John	LEE	GOHSEP	lee.john@la.gov	893-9780	<i>John Lee</i>
9	Breahman	JASON	DAK Forest Academy	breahman@dfacademy.com	985-961-7124	<i>Breahman Breahman</i>
10	Amirah	Parvati	TVSS	parvati.g.murphy@tangi-schools.org	985-977-1974	<i>Parvati Amirah</i>
11	CAWONG	Jennifer	TVSS	jennifer.cawong@tangi-schools.org	412-274-1214	<i>Jennifer Cawong</i>
12	HOLLAND	Grady	SHPSB	hollandg@shpsb.org	225-222-2435	<i>Grady Holland</i>
13	Alexander	Brenda	SHASB	alexander@shasb.net	225-222-4349	<i>Brenda Alexander</i>
14	Watson	Miranda	SHPSB	mwatson@shpsb.net	(111)	<i>Miranda Watson</i>
15	REAVIS	Victor	Tangipahoa Parish OEP	vtravis@tangipahoa.org	985-977-0237	<i>Victor Reavis</i>
16						
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## Appendix C: Planning Round Table Meetings

**CLICK ON  
LINK TO REGISTER**

PLEASE FORWARD THIS INVITATION TO THE  
APPROPRIATE INDIVIDUALS WITHIN YOUR ORGANIZATION

**REGISTER NOW**



**LASEMP**  
Louisiana School Emergency  
Management Planning  
**PROTECTING SCHOOLS. SAVING LIVES.**

# PLANNING ROUND TABLE MEETINGS





**Registration: 9:30am-10:00am**

**Meeting: 10:00am - 12:00pm**

<p><b>Region 1</b> <b>Gretna</b> November 5<sup>th</sup> Mel Ott Recreational Park 2301 Belle Chasse Hwy., 70053</p>	<p><b>Region 4</b> <b>Lafayette</b> November 9<sup>th</sup> Abdalla Hall Auditorium 635 Cajundome Blvd., 70506</p>	<p><b>Region 8</b> <b>West Monroe</b> November 12<sup>th</sup> Ouachita Parish Fire Trng. Ctr. 1000 New Natchitoches Rd., 71292</p>	<p><b>Region 7</b> <b>Shreveport</b> November 16<sup>th</sup> Port of Caddo-Bossier 6000 Doug Attaway Blvd., 71115</p>
<p><b>Region 3</b> <b>Luling</b> November 17<sup>th</sup> St. Charles Sheriff's Office 260 Judge Edward Dufrene Prkwy., 70070</p>	<p><b>Region 9</b> <b>Hammond</b> November 18<sup>th</sup> Tangipahoa Parish Environmental Services Bldg. 15485 West Club Deluxe Rd., 70403</p>	<p><b>Region 6</b> <b>Alexandria</b> November 19<sup>th</sup> Alexandria Mega Shelter 8125 Hwy. 71 South, 71302</p>	<p><b>Region 5</b> <b>Lake Charles</b> December 1<sup>st</sup> Calcasieu Parish EOC 901 Lake Shore Drive., 70601</p>
<p><b>Region 2</b> <b>Baton Rouge</b> December 2<sup>nd</sup> Governor's Office of Home- land Security &amp; Emergency Preparedness (Classroom #1) 7677 Independence Blvd., 70806</p>			

### MEETING DESCRIPTION

- ♥ Facilitate discussion and offer a venue for school districts and schools to discuss best practices in emergency management and all-hazards emergency operations planning;
- ♥ Provide the opportunity to communicate and collaborate with local school administration, safety, and response officials; police; fire; EMS; and other emergency management professionals;
- ♥ Focus on building and critiquing high-quality school emergency operations plans.

*Workshops are funded through the Grants to States for School Emergency Management Planning (SEMP) from the U. S. Department of Education (DOE) coordinated by the Louisiana Department of Education (DOE) and the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP).*

### WHO SHOULD ATTEND

- ♥ Officials from schools and districts responsible for creating, revising, or enhancing school Emergency Operations Plans
- ♥ Staff who serve, or will serve, on their school or school district's Emergency Operations Plan planning team
- ♥ Other interested community stakeholders, including first responders, emergency medical services personnel, law enforcement, school security officers, etc.







## The Following are Responses from the Planning Round Table Meetings:

### Region 1

1) What are the challenges you face in writing and reviewing your plan?	2) What Strengths do you feel your plan has that might set you apart from others? (Best Practices)	3) What do you feel are the weaknesses in your plan?	4) What prevents you from improving upon those weaknesses?	5) Do you have a specific method to accurately identify the Threats and Hazards in your area to include in your planning?	6) What, if any, assistance do you need from your stakeholders in writing/reviewing your Emergency Operations Plan?	Miscellaneous
Involvement	Annual reviews	partner agency involvement in planning/knowing the school's plan for active shooter	funding	large area... involvement/partnership crucial	training	"I love you guys foundation"
Right People to the table	tailor to audience	schools not necessarily considered as partners in the planning process (first responder)	time	teamwork, planning, "completing the circle"	get assistance from the sheriff's association	Voxer (app)
Plan to Plan	communicate and prepare (especially to parents)	schools haven't reached out to first responders	multiple schools diverse amounts of planning/some plan and some don't	reaching out to schools/initiative	daycares need planning assistance	cop seek (app)
communication collaboration/parent involvement	annual/semi-annual training	first responders haven't reached out to schools	detail of some school plans	communication, drill/practice scenarios: watch, participate, learn, AAR	House Bill 718	
Identifying roles, responsibilities, training	getting the word out	validation of the plan through exercise		"All on-board", teach the teacher		
sense of urgency -who is in charge	quick reference guide	not planning with the correct partners				
political concerns, liability	emergency back packs	identification of threats and hazards				
	in the process of reaching out to the first responders	staff turnover				
	active shooter drills					

### Region 2

1) What are the challenges you face in writing and reviewing your plan?	2) What Strengths do you feel your plan has that might set you apart from others? (Best Practices)	3) What do you feel are the weaknesses in your plan?	4) What prevents you from improving upon those weaknesses?	5) Do you have a specific method to accurately identify the Threats and Hazards in your area to include in your planning?	6) What, if any, assistance do you need from your stakeholders in writing/reviewing your Emergency Operations Plan?	Miscellaneous
constructive criticism in the plan	exercise-building block	access control		OEPs		"I love you guys foundation"
parent involvement( too much or too little)	working with partners-engaged in planning effort	school layout diagram needs to be shared with 1st responders		Hazard Mitigation Plan		Voxer (app)
	technology	labeling of buildings and classrooms-maybe numbers instead of names				cop seek (app)
	responsibility booklets-flipchart with scenarios	Alternate entry for 1st responders				
	labeling of classrooms	funding/cost				
	training on plans-have different scenarios for different schools	Extra curricular activities				
	drills and exercises at different times					
	Resource Officers					
	Meeting 1st responders to take them to the location					
	Emergency kits for classrooms					
	undercover person drill ( to test access control)					
	phone notification system					
	OEP has access to schools through designated school personnel					



## Region 3

1) What are the challenges you face in writing and reviewing your plan?	2) What Strengths do you feel your plan has that might set you apart from others? (Best Practices)	3) What do you feel are the weaknesses in your plan?	4) What prevents you from improving upon those weaknesses?	5) Do you have a specific method to accurately identify the Threats and Hazards in your area to include in your planning?	6) What, if any, assistance do you need from your stakeholders in writing/reviewing your Emergency Operations Plan?	Miscellaneous
Trickle down	experience	updates and revision	turnover	meet with OHSEP regarding threats and hazards	relationship building	" I love you guys foundation"
Individual vs. group getting started	time to review and exercise	exercise on a yearly basis	time		public information	Voxer (app)
communicating	AARs	planning with private entities	funding			cop seek (app)
	utilize professionals	buy- in from school board	planning expertise			OEP reviews public and private school plans
unique and different schools		time frame and key stakeholders	leadership buy-in			telling kids alternatives for lockdown if they are out of the classroom
mission objectives		parent involvement	staff			GIS mapping program
just a box to check		training: time frame, and substitute personnel	policies and procedures			communicable disease working group
		faculty and staff buy-in to training and planning ( going through the motions				
		turnover				
		communications				

## Region 4

1) What are the challenges you face in writing and reviewing your plan?	2) What Strengths do you feel your plan has that might set you apart from others? (Best Practices)	3) What do you feel are the weaknesses in your plan?	4) What prevents you from improving upon those weaknesses?	5) Do you have a specific method to accurately identify the Threats and Hazards in your area to include in your planning?	6) What, if any, assistance do you need from your stakeholders in writing/reviewing your Emergency Operations Plan?	Miscellaneous
available time	district response team	personnel not executing the plan	administrative resistance	no method		
lack of community effort	NIMS/ICS training	trouble with notification and overall communication	funding	need to work with partners more to identify threats and hazards		
available resources	mass texting via app ( communication)	notification of substitute personnel	turnover			
Planning knowledge/personnel	surprise drills	training	"that's just the way it is"			
Involvement from 1st responders	training of substitute teachers	collaboration with Law Enforcement and other partners	accountability (personnel)			
hazard analysis		access to technology	time			
regulation differences/problems		access and control to campus	lack of parental involvement			
		planning experience/expertise	political correctness and politics in general			
		school board resistance				



## Region 5

1) What are the challenges you face in writing and reviewing your plan?	2) What Strengths do you feel your plan has that might set you apart from others? (Best Practices)	3) What do you feel are the weaknesses in your plan?	4) What prevents you from improving upon those weaknesses?	5) Do you have a specific method to accurately identify the Threats and Hazards in your area to include in your planning?	6) What, if any, assistance do you need from your stakeholders in writing/reviewing your Emergency Operations Plan?	Miscellaneous
time	working with partners	drills/exercises		threats outlined		
communications	training/walk through of evacuation sites	walk through of evacuation sites		work with partners to identify threats		
communication with partner agencies	plan format	time to do training/specifically safety training				
common terminology	evacuation drills	training on so many different topics ( hard to add anything else)				
	non-electronic	training personnel-substitutes and students				
	use in-service days for training	need to label rooms				
	summarized crisis plan	influx of parents during an emergency-communication to them what's going on, fast and timely communications				
	electronically uploaded plan that can be viewed in multiple formats (dropbox) ( team viewer app)	transportation to evacuation sites				
	big buddy/little buddy assigned for drills and events ( K-8 school)	access control (cost), locks glass doors, entrance policies				
	specific special needs plan	school layout				
	buddy teacher-has the other classroom's roster	extracurricular activities				
	safety coordinator	emergency plans				
		balancing safety and education ( prioritization)				

## Region 6

1) What are the challenges you face in writing and reviewing your plan?	2) What Strengths do you feel your plan has that might set you apart from others? (Best Practices)	3) What do you feel are the weaknesses in your plan?	4) What prevents you from improving upon those weaknesses?	5) Do you have a specific method to accurately identify the Threats and Hazards in your area to include in your planning?	6) What, if any, assistance do you need from your stakeholders in writing/reviewing your Emergency Operations Plan?	Miscellaneous
logistics	partnerships/mutual aid	exercises	time	threat assessment team		SROs certified in certain subjects
mission resilience-"comfort level"	communication	access control	funding	school resource officer threat assessment		personnel buy-in
cooperation	current updates	campus layout	personnel	work with office of emergency preparedness		school hazard assessments
who is in charge	crisis management teams	technology monitoring				
community involvement	counselors	time				
social media/public information	technology	working with partners and parents (time)				
funding(changes updates)	community involvement	personnel expertise				
time		extracurricular activities				
priority		funding				
perception		revisions				
training						
information sharing						
crisis management focus						



## Region 7

1) What are the challenges you face in writing and reviewing your plan?	2) What Strengths do you feel your plan has that might set you apart from others? (Best Practices)	3) What do you feel are the weaknesses in your plan?	4) What prevents you from improving upon those weaknesses?	5) Do you have a specific method to accurately identify the Threats and Hazards in your area to include in your planning?	6) What, if any, assistance do you need from your stakeholders in writing/reviewing your Emergency Operations Plan?	Miscellaneous
Annual updates	adaptability	communications-centralized communications and communications with stakeholders	funding	receive computerized alerts and warnings (weather alerts)		focus on table tops
chain of command	thinking outside the box	school infrastructure-PA systems, lockdown and access	time	working with partner agencies		After Action Reports
complacency	C.R.R. Training	exercise to validate the plan	personnel expertise in planning (training)			celly app for communication
getting people together	"language" mental health aspect (communication)	actual execution of the plan	proactive vs. reactive			substitute orientation
logistics	shelter in place	training overall (all stakeholders)	buy-in to the exercise and planning process ( different types of exercises)			contact list for stakeholders for drills
convenience	sharing information	technology (for communications etc.)	leadership buy-in			
turnover	adapting	school layout	getting something out of training			
		lack of interest (buy-in)	execution of the plan-following policies and procedures(do we need more flexibility)			
		need to work key stakeholders into more of the planning process	funding			
		training on the plan and following the plan	time			
		time				
		having easily accessible "cheat sheets" for the plan				
		AARs/improvement plans				

## Region 8

1) What are the challenges you face in writing and reviewing your plan?	2) What Strengths do you feel your plan has that might set you apart from others? (Best Practices)	3) What do you feel are the weaknesses in your plan?	4) What prevents you from improving upon those weaknesses?	5) Do you have a specific method to accurately identify the Threats and Hazards in your area to include in your planning?	6) What, if any, assistance do you need from your stakeholders in writing/reviewing your Emergency Operations Plan?	Miscellaneous
Lack of scheduled time	annual update	validation through exercise	funding		training	
community involvement	consistent format	personnel knowledge	time		involvement	
hazard analysis	common language	parent involvement ( too much or too little)	buy-in (leadership)		stakeholders need to know	
"that's not going to happen here"	school knowledge binders given to partner agencies	short on personnel	no sense of urgency		stakeholder participation	
	crisis management meetings with partners	training for substitutes/non-certified personnel	proactive vs. reactive			
	emergency procedures flip books	more training in planning	turnover			
	proximity threats identified	time				
	production/video of exercises	extra curricular activity (emergency)				
	drills	various schedules				
	emergency procedures manual	entry/access				
		technology				
		timing of the training				



## Region 9

1) What are the challenges you face in writing and reviewing your plan?	2) What Strengths do you feel your plan has that might set you apart from others? (Best Practices)	3) What do you feel are the weaknesses in your plan?	4) What prevents you from improving upon those weaknesses?	5) Do you have a specific method to accurately identify the Threats and Hazards in your area to include in your planning?	6) What, if any, assistance do you need from your stakeholders in writing/reviewing your Emergency Operations Plan?	Miscellaneous
	overall training	engagement/challenging to involve the stakeholders	time			
	Law Enforcement engagement	turnover of staff	cost/funding			
	access	cost/funding	buy-in ( from leadership)			
	communications	time constraints for training	school architecture			
	relationships with partners	exercise/testing frequency with regular schedule	procedures			
	community size	logistics	politics			
	school layout	validation-awareness and need to know	number of cameras vs. the number of people to monitor them			
	logistics	weighing risks and options	extracurricular activities			
	engagement with partners	changing up the drills and doing something different				
		mission urgency				
		integrating technology				
		being ready and prepared to shelter-in-place overnight				
		allocating resources				



**Region 1**



LASEMP All-Hazards Approach to School Emergency Management Planning Meeting  
Region 1  
November 5, 2015



	Last Name	First Name	Organization	Email Address	Phone #	Signature
1	Meyer	GINA	Plaquemines EMS	gmeyer@ppso.net	504-912-5285	<i>Gina Meyer</i>
2	Gantreaux Jr	Timmy	Jefferson DEM	fgantreaux@jeffparish.net	504-369-5360	<i>Timmy Gantreaux Jr</i>
3	WARD	ALANÉ	J.P. EN	award@jeffparish.net	849-5360	<i>Alan Ward</i>
4	Hudson	Charles	J.P. EN	charles@jeffparish.net	349-5360	<i>Charles Hudson</i>
5	Simoneaux	Collins	GOHSEP	collins.simoneaux@lagov.net	225-328-9261	<i>Collins Simoneaux</i>
6	Gaulton	Dennis	J.P.D	<del>collins.simoneaux@lagov.net</del> dennis.gaulton@jeffparish.net	504-369-5360	<i>Dennis Gaulton</i>
7	Breaux	Eric	GOHSEP/OHSEP	jbreaux@jeffparish.net	504-369-5360	<i>Eric Breaux</i>
8	RAHAIN	JORIN	GOHSEP	jrahain@jeffparish.net	504-369-5360	<i>Jorin Rahain</i>
9	SMITH	JAMES	GOHSEP	jsmith@jeffparish.net	504-369-5360	<i>James Smith</i>
10	DAVIS	KEVIN	GOHSEP	kdavis@jeffparish.net	504-369-5360	<i>Kevin Davis</i>
11	JOSEPH	MICHAEL	J.P.D	mjoseph@jeffparish.net	713-820-0200	<i>Michael Joseph</i>
12	ALLEN	Michael	ES&H EWS	noel@jeffparish.net	889-1152	<i>Michael Allen</i>
13	Rodriguez	Marcell	Sean Lacitte Alice	marcell.rodriguez@jeffparish.net	504-369-5360	<i>Marcell Rodriguez</i>
14	MSWIGER	NICHOLE	ABNEY VOL-EMER #2	nichole.mswiger@jeffparish.net	504-369-5360	<i>Nichole Mswiger</i>
15	JANI	DEV	N.O. HANDELAND SFC	djani@jeffparish.net	504-369-5360	<i>Dev Jani</i>
16	KOZE	GREG	"	gkoze@jeffparish.net	504-369-5360	<i>Greg Koze</i>
17	HAYS	ETHAN	Kenner PD	ehays@kennerpd.com	504-462-0714	<i>Ethan Hays</i>
18	SARAH TURNER	SARAH	PDN office	sarah.turner@lagov.net	225-342-2772	<i>Sarah Turner</i>
19	DAVIES	Christine	GOHSEP	christine.davies@lagov.net	338-5577	<i>Christine Davies</i>
20	Harvey	Patrick	J.P.G-ATSEP	pharvey@jeffparish.net	912-1007	<i>Patrick Harvey</i>
21	Kelly	DIMERCU	PPSO	kdimercu@ppso.net	782-7232	<i>Kelly Dimercu</i>
22	BEAVER	ERIC	PPSO	ebeaver@ppso.net	782-7232	<i>Eric Beaver</i>



LASEMP All-Hazards Approach to School Emergency Management Planning Meeting  
Region 1  
November 5, 2015



	Last Name	First Name	Organization	Email Address	Phone #	Signature
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24	Hunt	Blake	Marzo Estelle FD	blunter@marzoestellefire.com	504-902-4163	
25	Wilson	Robert	Marzo Estelle FD	Robert.Louis@marzoestellefire.com	504-902-6228	
26	Schultz	David	GOHSEP	David.Schultz@gov.gov	225-555-8514	
27	Vaukenren	Scott	GOHSEP	Scott.Vaukenren@la.gov	225-472-3653	
28	Smith	Paul	GOHSEP	Paul.Smith@la.gov	205-459-1611	
29	Devin	Ryan	GREENBRIAR EMS	rdavin@greenbriarpolice.com	504-363-1726	
30	Williams	Neil	Firstline schools	neillwilliams@firstlineschools.org	504-944-5827	
31	Gooden	Joseph	Firstline schools	jgooden@firstlineschools.org	504-944-2228	
32	Perce	James	Greenwood	jperce@greenwood-police.com	504-207-7345	
33	NOBRIE	Bob	SEBASTIAN BO	bobn@sebastianbo.com	258-9672	
34	FULLER	David	COBLEN	dfuller@coblen.com	504-418-3466	
35	Theriot	Raymond	St. Bernard S/O	rtheriot@stbernard.org	583-0618	
36	DiMaggio	DAN	St. Bernard S/O	ddimaggio@stbernard.org	864-1543	
37	Abernathy	Dial	Success Preparatory Academy	dabernathy@successpreparatoryacademy.com	914-594-2001	
38	Prossard	Amanda	Bureau of EMS	amanda.prossard@la.gov	844-473-3347	
39	Suggenheim	Amoska	Kenner Police Dept	nguggenheim@kennerpolice.com	714-2524	
40	DETTZ	MARC	KEUWER PD.	MDETTZ@KEUWERPD.COM	712-2381	



**LASEMP All-Hazards Approach to School Emergency Management Planning Meeting**  
Region 1  
November 5, 2015

	Last Name	First Name	Organization	Email Address	Phone #	Signature
41	McGill	Shane H	KIPP New Orleans School	shane.mcgill@kippneworleans.org	504.971.6031	<i>[Signature]</i>
42	Huffst	James	JPPSS	jhuffst@jppss.k12.la.us	345-2611	<i>[Signature]</i>
43	Payabue	Denome	JPPSS	JPayabue@jppss.k12.la.us	349-7715	<i>[Signature]</i>
44	DeLattre	DARREY	COHSEP	DARREY.DELATTE@LA.GOV	225-485-7432	<i>[Signature]</i>
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# Region 2



**LASEMP All Hazards Approach to School Emergency Management Planning Meeting**  
 Region 2  
 December 2, 2015

	Last Name	First Name	Organization	Email Address	Phone #	Signature
1	Schultz	David	GOHSEP	David.Schultz@lsje.org	225-386-5511	<i>[Signature]</i>
2	Gordy	Darren	GOHSEP	darren.gordy@lsje.org	910-1405	<i>[Signature]</i>
3	Beaux	Derek	GOHSEP	derek.beaux@lsje.org	337-391-5544	<i>[Signature]</i>
4	Schiffner	David	GOHSEP	David.Schiffner@lsje.org	225-518-8111	<i>[Signature]</i>
5	Richardson	David	University of New Orleans	safety@uno.edu	504-280-6670	<i>[Signature]</i>
6	Harris	Joseph	University of New Orleans	jharris@uno.edu	504-280-6670	<i>[Signature]</i>
7	LeBlanc	Walter	WBR Parish Schools	wleblanc@wbrschools.net	225-655-8282	<i>[Signature]</i>
8	Reilly	Kevin	GOHSEP	Kevin.Reilly@lsje.org	225-513-2114	<i>[Signature]</i>
9	Heath	Michael	PPC	mheath@ppc.edu	225-749-1535	<i>[Signature]</i>
10	Trustring	Judy	St Thomas More SKL	Judy.Harms@stml.com	225-413-9141	<i>[Signature]</i>
11	Hendricks	Raymond	RR EMS	rhendricks@rr-emt.com	225-389-5555	<i>[Signature]</i>
12	Greath	Sharon	RR School Board	shgreath@rrschools.net	225-289-9522	<i>[Signature]</i>
13	Armand	Karen	POP School Bd.	karen.armand@popschools.net	225-718-3924	<i>[Signature]</i>
14	Palane	Erin	STM Preschool	erinp@stm-preschool.org	225-212-3477	<i>[Signature]</i>
15	JAMES	Michael	GOHSEP	Michael.james@lsje.org	225-518-8111	<i>[Signature]</i>
16	Arman	Madise	St. Joseph's Academy	madise.arman@stjacademy.com	225-329-2240	<i>[Signature]</i>
17	Josck	Darrell	Academy of St. Joseph	djosck@stjacademy.com	225-611-1111	<i>[Signature]</i>
18	Ryals	Caroly	150 Dore BR	caroly.ryals@150dorebr.com	915-974-3824	<i>[Signature]</i>
19	Griff	Liz	BE MS	liz.griff@be.ms.edu	905-7200	<i>[Signature]</i>
20	Johnson	Armi	Ascension High School	arjohnson@ascensionhs.net	421-8310	<i>[Signature]</i>
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**Region 3**

LASEMP All-Hazards Approach to School Emergency Management Planning Meeting Region 3 November 17, 2015					
Last Name	First Name	Organization	Email Address	Phone #	Signature
1 Roussek	Tom	Region 3	tom.roussek@doe.la.gov	925-2255	
2 Pelt	Kim	DeBord HS	kim.pelt@doe.la.gov	925-2255	
3 Polk	Sim	SCP-OHS-CP	polk@scpschools.org	785-2000	
4 Guilbeaux	Chris	<del>Region 3</del> 7333	christopher.guilbeaux@doe.la.gov	925-2255	
5 Schmitz	David	COHSEP	David.Schmitz@doe.la.gov	925-2255	
6 Brown	Deek	COHSEP	Deek.Brown@doe.la.gov	925-2255	
7 GOLLADAY	PAUL	COHSEP	Paul.Golladay@doe.la.gov	925-2255	
8 DuBae	ELTON	St. John SH Bnd	edubae@stjohnsh.org	504-628-4110	
9 SAITH	ROAINE	St. John Sutter Board	roaine@stjohnsh.org	504-628-4110	
10 SAITH	JALES	COHSEP	jales@doe.la.gov	925-2255	
11 DAVIS	KEVIN	COHSEP	kevin.davis@doe.la.gov	925-2255	
12 ROSONY	KEVIN	St. Charles Parish HS	kevin.rosny@doe.la.gov	925-2255	
13 Scalco	MIKE	St. Charles Parish HS	mscalco@doe.la.gov	925-2255	
14 Bellegrin	Angie	Fletcher Tech. (Gonfoll)	angie.pellegrin@doe.la.gov	925-2255	
15 Omenetti	Nancy	Fitcher Tech (Low Caliber)	nancy.omenetti@doe.la.gov	925-2255	
16 Dandurill	Maureen	Fletcher College	maureen.dandurill@doe.la.gov	925-2255	
17 Frenette	JOY	St. Charles Parish	joy.frenette@doe.la.gov	925-2255	
18 Row	WALTER	TECHNICAL DEP	walter.row@doe.la.gov	925-2255	
19 MAILKEN	LEON	ST. JAMES DEP	leon.mailken@doe.la.gov	925-2255	
20 BOUCVART	TOBE	ST. JOHN DEP	tboucva@doe.la.gov	925-2255	
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# Region 4



LASEMP All-Hazards Approach to School Emergency Management Planning Meeting  
 Region 4  
 November 9, 2015



	Last Name	First Name	Organization	Email Address	Phone #	Signature
1	Broux	Derek	GOHSEP	derek.broux@la.gov		
2	Dwyer	Andrew	Evangelical Protestant School Board	andrew.dwyer@epsh.com	337-577-2380	
3	Vidrine	Jesse	Shalanda Parish OHS&EP	shalanda@epsh.com	949-7177	
4	Broussard	Rebecca	Verona Parish OHS&EP	vbroussard@veronaparis.net	898-4308	
5	Stelly	Tommy	Verona Parish OHS&EP	tommy.stelly@gmail.com	825-3033	
6	Stewart	Scott	GOHSEP	scott.stewart@la.gov		
7	Schultz	David	GOHSEP	David.Schultz@la.gov	225-317-5557	
8	Nace	Kelton	GOHSEP	kelton.nace@la.gov	725-572-0114	
9	Dwyer	Christina	GOHSEP	Christina.dwyer@la.gov	352-5599	
10	Young	Quinnelle	Evangelical Protestant School Board	Quinnelle.Young@epsh.com	(337) 40-5844	
11	Spadley	Renee	Liberty Parish OHS&EP	reneespadley@epsh.com	337-589-8449	
12	Reilly	Jimmy	Evangelical Protestant School Board	Jimmy.Reilly@epsh.com	337-583-3068	
13	Dawson	Scott	Evangelical Protestant School Board	scott.dawson@epsh.com	337-233-3887	
14	Nelson	Monna	Evangelical Protestant School Board	vanny911@centurytel.com	337-343-3347	
15	Bulter	Sherey	Evangelical Protestant School Board	vanny911@centurytel.com	337-343-3347	
16	Basso	Angela	Evangelical Protestant School Board	angela.basso@epsh.com	337-343-3347	
17	John	LEE	GOHSEP	leejohn@la.gov	439-9780	
18	Balkman	JAMES	Evangelical Protestant School Board	james.balkman@epsh.com	714-224-2473	
19	FONTENOT	JESSE	Evangelical Protestant School Board	jessfontenot@epsh.com	337-843-3371	
20	Medize	JOSEPH	Evangelical Protestant School Board	jmedize@epsh.com	337-224-2473	
21	Broussard	Carol	DH&EPH	carol.broussard@la.gov	848-1658	
22	Carleton	Gregory	Evangelical Protestant School Board	gregory.carleton@epsh.com	343-5240	



LASEMP All-Hazards Approach to School Emergency Management Planning Meeting  
Region 4  
November 9, 2015



	Last Name	First Name	Organization	Email Address	Phone #	Signature
23	West	Quint	Emeraldine Parish	James.West at EPR.com	337-336-3384	
24	Deshotel	John	Emeraldine Parish School Board	john.deshotel@epsb.com	337-336-2007	
25	Doyle	Ardi	St. Martinville Police	ardido@stmartinvillepolice.org	337-477-9185	
26	Leslie	Levy	St. Matthews Area	tridles@stmatthaus.org	337-984-9498	
27	Bowie	Dee	St. Edward School	ebowie@stedschool.com	337-349-1764	
28	Donavony	Michele	LA CANTONNE/NIHART	mdonavony@louisiana.edu	410 212 2311	
29	ROUHOMME	JAMES	VERMILION PARISH SCHOOL BOARD	PROHOMME@VPSB.ORG	337-898-5908	
30	Lamotte	Jamie	Hyland Baptist Church	jamie@ehbasni.org	337-382-0702	
31	Buller	Philip	Emeraldine Par. Sch. Bd.	philip.buller@epsb.com	337-336-3365	
32	Fontenot	Chris	Emeraldine Parish School Board	chris.fontenot@epsb.com	414-2861	
33	Fontenot	James D.	Emeraldine Parish School Board	dougfontenot@epsb.com	318-306-1857	
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# Region 5



<b>LASEMP All-Hazards Approach to School Emergency Management Planning Meeting</b>						
Region 5 December 1, 2015						
Last Name	First Name	Organization	Email Address	Phone #	Signature	
1	Schultz	David	GOHSEP	David.Schultz@la.gov	225-344-5156	
2	Breun	Deck	GOHSEP	Deck.Breun@la.gov	225-388-4500	
3	Zehlennorff	Doug	GOHSEP	zehlennorff@gohsep.com	907-254-0521	
4	SEAVES	Jim	CAL. PAR. SHERIFF	JGRAVES@CPSO.COM	337-303-4260	
5	Solari	Suzy	Immaculate Conception School	ssolari@immaculateschool.org	337-515-3726	
6	Hall	John	St. Joseph's School	John.Hall@stjosephschool.org	837-590-9860	
7	Shantz	Brent	Ferris Davis School	Brent.Shantz@ferrisdavis.org	337-504-5501	
8	Garofalo	Kimberlee	Diocese of Lake Charles	kimberlee.garofalo@dioceseoflakecharles.org	337-214-8800	
9	Kay	Boo	Bishop Koland Episcopal	booy@episcopalday.org	337-516-2747	
10	Ferguson	Flare	Cal. DHS Sheriff	mferguson@cpsd.net	721-3800	
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**Region 6**



LASEMP All-Hazards Approach to School Emergency Management Planning Meeting  
Region 6  
November 19, 2015



	Last Name	First Name	Organization	Email Address	Phone #	Signature
1	Gaulbreux	Chris	GOHSEP	christopher.gaulbreux@la.gov	925-7333	<i>Chris Gaulbreux</i>
2	BRISCO	TERESA	GOHSEP	teresa.brisco@la.gov	715-3201	<i>Teresa Brisco</i>
3	Schultz	David	GOHSEP	David.Schultz@la.gov	225-355-1515	<i>David Schultz</i>
4	Breaux	Deek	GOHSEP	Deek.Breaux@la.gov	225-355-3961	<i>Deek Breaux</i>
5	GAMATTE	YANNEE	LADSEEP	YANNEE.SCHULTZ@la.gov	225-355-5671	<i>Yannee</i>
6	SIMON	SIGRICE	NPSD	SSILVIC@npsd.edu	318-471-7186	<i>Sigrice</i>
7	Dubois	PAUL	NPSD	adubois@npsd.edu	318-645-0180	<i>Paul</i>
8	Guarzes	JAMES	WABARITA PD	jguarzes@wabarita.org	387-72-8780	<i>James</i>
9	GUFFEY	JAMES	Woodworth FD	WOODWORTHFD@THELAW.COM	318-482-2341	<i>James</i>
10	Hilton	ERIC	Woodworth PD/OKHILL	eric.hilton88@yahoo.com	337-442-8361	<i>Eric</i>
11	McLavin	Shanda	Average DHS	shandap@average.org	318-240-9166	<i>Shanda</i>
12	YELM	GARY	CTAC	garyelm@ctac.edu	318-880-6217	<i>Gary</i>
13	FOSTER	HARLEY	WINNABACK OHCTO	winnfoster@winaback.org	318-552-1560	<i>Harley</i>
14	STONER	MARCY	Natch. DEP	maryston@natch.org	471-5442	<i>Marcy</i>
15	Bondolan	AI	Alex PD	abondolan@alex.org	471-4742	<i>AI</i>
16	Wiley, Gemillion	Sonya	RAPIDES G11-OHSEP	sonyale@rapides.org	445-0331	<i>Sonyale</i>
17	DAVE	DAVE	ALFA	DAVE@ALFA.org	414-5555	<i>Dave</i>
18	MOORE	KENNETH	VERNON DEP	KENMOORE@VERNONSV.ORG	318-623-5585	<i>Kenneth Moore</i>
19	Stokes	TERRY	Forsyth #0	terestokes@forsyth.org	318-749-6944	<i>Terry</i>
20	Reed	KAREN	Allen Parish School Bd.	karenreed@allen.k12.la.gov	337-683-3558	<i>Karen Reed</i>
21	Guilbault	Quincy	GOHSEP	quincy.guilbault@la.gov	318-448-1475	<i>Quincy Guilbault</i>
22	Guilbault	Quincy	Alex. County Sheriff	quincy.guilbault@alex.org	1475	<i>Quincy Guilbault</i>



LASEMP All-Hazards Approach to School Emergency Management Planning Meeting  
Region 6  
November 19, 2015



	Last Name	First Name	Organization	Email Address	Phone #	Signature
23	RACHAL	Roy	RP School Bd	Roy.Rachal@RPSB.US	337-613-2175	
24	Washington	Cyda	APSB	Cyda.washington@apsb.us	337-444-2876	
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**Region 7**

**LASEMP All-Hazards Approach to School Emergency Management Planning Meeting**  
Region 7  
November 16, 2015

Last Name	First Name	Organization	Email Address	Phone #	Signature
1 Braux	Deek	LAGHSEP	Deek.braux@la.gov		
2 Schultz	David	LAGHSEP	David.Schultz@la.gov	225-552-1581	
3 Jones	DAVID	ISPC	DAVID@ISPC.EDU	678-6287	
4 Pennington	Jenny	GOHSEP	jpenning@reynoldscollege.edu	318-444-1100	
5 Guelbreux	Chry	GOHSEP	christy.guelbreux@la.gov	925-7333	
6 LeBlanc	TONY	CPSO HS	TONY.LaBlanc@CPSOHS.com	314-517-0294	
7 Bred	Sandra	European University Center	Sbred@europeanacademy.com	687-0784	
8 MARY	MIKE	BPdC	mary@bpc.edu	318-357-2510	
9 <del>John</del> Allen	John	LSMSA	jallen@lsmsa.edu	318-357-2510	
10 Staker	Chuck	LSMSA	estaker@lsmsa.edu	318-357-2510	
11 Carnack	Lisa	CPSO-HS	lisa.carnack@cpsohs.net	38-605-2295	
12 Murrey	Ray	Grado School	rmurray@gradoschool.org	38-603-6492	
13 Maxey	Ann	Monkessor School for Management	ammaxey@monkessor.com	318-861-6177	
14 Hulet	Tug	CCA	Tug.Hulet@ccalouisiana.edu	337-4490	
15 White, PhD	Dezanne	QRSA	hwhite@cedarschools.org	318-603-4414	
16 DAVID	SEANBY	STHSEEP			
17 PESSON	ANTHONY E	CLABOUE DISTRICT	cep.chaboue@claboue.org	337-912-9118	
18 SASSON	SUNNY	CPSD #6	Sunny.Sasson@cpsd6.com	337-433-6657	
19 SANDERS	Tommy	Holzer Five Point	chieft@holzerfivepoint.com	305-592-09	
20 WATKINS	DANIEL	LSUS	danny@lsus.edu	797-5200	
21 WATKINS	BILL	LSUS	bill.watkins@lsus.edu	797-5236	
22 HIGDON	BUSTER	APSB	bhigdon@apsb.org	377-4590	



LASEMP All-Hazards Approach to School Emergency Management Planning Meeting  
Region 7  
November 16, 2015

	Last Name	First Name	Organization	Email Address	Phone #	Signature
23	Huckaby	Summy	Southfield School	shuckaby@southfield-school.org	818-5375	<i>[Signature]</i>
24	Wheeler	Dean	Southfield School	dwheeler@southfield-school.org	318-868-5375	<i>[Signature]</i>
25	Dean	Albert	Evangel	bdeneevangel@cardage.com	307-887-0400	<i>[Signature]</i>
26	Hullabal	Truda	WPSB	whullabal@wpsb.com	315-250-8875	<i>[Signature]</i>
27	Guenther	Michael	Evangel Christian K	mguenther@evangelia.org	714-560-6133	<i>[Signature]</i>
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**Region 8**

**School Emergency Meeting**

Date: Nov 12, 2015

Time: 9:30 a.m.

NAME (PRINT)	AGENCY	POINT OF CONTACT NUMBER	EMAIL
Debbie Plummer	Lincoln Parish School Board	318-9775 ext. 108	plummerd@linparisd.org
DANNY C ACRE	OPSO	318-355-2423	Two primary missions @ yahoo.com
Eric Brazzel	Ruston Fire	318-251-8606	ebrazzel@ruston.org
Clint Williams	Ruston PD	318-255-4141	cwilliam@ruston.org
Chris Jones	Lincoln Parish School Bd	318-348-4638	chris.jones@lincolnschools.org
Rip Feltwell	Lincoln OHSEP	318-251-6454	Ripfeltwell@lincolnschools.org
Ken Ketter	Lincoln Parish	318-245-8610	<del>Ken</del> KETTER@LINCOLNPARISHBOARD
Reggie Robinson	WC OHSEP	318-428-8020	wcroe@bellsoath.net
Shirley Davis	Lincoln Parish	318-777-3475	slewis1@lincolnschools.org
Willie Hester	Excellence Academy	318-350-6975	williehester@excellenceacademy.com
Priscilla Trotter	Morehouse Parish	318-547-3985	gtrotter@mpso.net
Sarah Coleman	Morehouse Parish SV	318-281-4141	sc Coleman@mpso.net



### School Emergency Meeting

Date: Nov 12, 2015

Time: 9:30 a.m.

NAME (PRINT)	AGENCY	POINT OF CONTACT NUMBER	EMAIL
Eddie Garrett	morehouse Parish Sheriff	681331-6221	egarett@more.net
Dawn Black	La. Delta Comm College Police	318-345-9899	hannblack@ladelta.edu
Dawn Williams	Richland OEP	318-282-2874	ppipermit@netsouth.com
Sean Christian	Orl. H. OEP	318-791-9879	Sechristian@HSEER.NET
Joe Stewart	GCHSEP		
Scott Van Keuren	GCHSEP	225-925-3633	Scott.vanKeuren@la.gov



LASEMP All-Hazards Approach to School Emergency Management Planning Meeting  
Region 8  
November 12, 2015



	Last Name	First Name	Organization	Email Address	Phone #	Signature
1	Kentler	Lyra	Missouri Baptist University	kentler@missouri.edu	318-368-9715	
2	Plummer	Debbie	Union Parish Schools	plummer@unionpsd.org	368-9715	
3	Robinson	Peqay	WC OHSEP	wpep@beltsouth.net	408-8024	
4	Heisler	Willie	Excellence Academy	Willie.Heisler@excellenceacademy.com	318-552-6855	
5	Brazel	Eric	Ruston Fire	ebrazel@ruston.org	318-251-8406	
6	Fernulbin	Kip	Lincoln OHSEP	KFERNULBIN@lincolnpark.org	318-251-6489	
7	Williams	Clint	Ruston Police Dept	cwilliams@ruston.org	318-255-4141	
8	Christian	Sean	Diachita OHSEP	sechristian@OHSEP.NET	318-791-9879	
9	Brown	Nael	Duval OHSEP	ambrown@ohsep.net	318-376-0665	
10	Williams	Dawn	Ridland OHSEP	rpipermitt@netsouth.com	318-252-2874	
11	Kable	Daniel	Caldwell OHSEP	danielkable@ohsep.net	318-699-5974	
12	Finley	Stacy	LPSB	stfinley@lincolnschools.org	318-255-1811	
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**Region 9**

LASEMP All-Hazards Approach to School Emergency Management Planning Meeting  
Region 9  
November 18, 2015

	Last Name	First Name	Organization	Email address	Phone #	Signature
1	Schultz	David	GOHSEP	David.Schultz@lsje.org	225-336-5075	<i>David Schultz</i>
2	Breaux	Derek	GOHSEP	Derek.breaux@lsje.org	225-336-5075	<i>Derek Breaux</i>
3	Smith	JAMES	GOHSEP		225-336-5075	<i>James Smith</i>
4	DAVIS	KEVIN	GOHSEP		225-336-5075	<i>Kevin Davis</i>
5	Simoneaux	Collins	GOHSEP	collins.simoneaux@lsje.org	225-336-5075	<i>Collins Simoneaux</i>
6	SCHMIDT	RAHUL	GOHSEP	rahul.schmidt@lsje.org	225-336-5075	<i>Rahul Schmidt</i>
7	Allen	Rita	St. Helena DEP	ralph@st-helena.org	225-336-5075	<i>Rita Allen</i>
8	ACARDS	DEREN	STP DEP	DEREN@stp.org	225-336-5075	<i>Deren Acards</i>
9	Reeb	DAVID	STP DEP	David.Reeb@stp.org	225-336-5075	<i>David Reeb</i>
10	Reed	CHRISTOPHER	STP GOHSEP	Chris@stp.org	954-875-3400	<i>Christopher Reed</i>
11	Fresh	Wesley	WSPB	wesley@wspb.org	850-334-3400	<i>Wesley Fresh</i>
12	Varnado	Francois	WPSB	Francis@wpsb.org	985-383-3131	<i>Francois Varnado</i>
13	RAEHLER	William	DCFS	William.RaeHLer@dcfs.gov	504-492-9229	<i>William RaeHLer</i>
14	McPherson	Bernard	St. Helena A&T	bernard@st-helena.org	225-336-5075	<i>Bernard McPherson</i>
15	ALVISETTI	Angie	St. Helena C&E	angie@st-helena.org	225-336-5075	<i>Angie Alvisetti</i>
16	Watson	Miranda	St. Helena Sch Dist	miranda@st-helena.org	225-336-5075	<i>Miranda Watson</i>
17	DEFOIS	Wesley	CPA DEP	Wesley@cpa.org	908-482-4444	<i>Wesley DeFois</i>
18	Reid	Kathryn	STPSD	reid.kathryn@stpsd.org	225-336-5075	<i>Kathryn Reid</i>
19	TRAVIS	VICKI	Longport GOHSEP	vtravis@longport.org	225-336-5075	<i>Vicki Travis</i>
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# Appendix D: Regional Exercises

**CLICK ON LINK TO REGISTER**

PLEASE FORWARD THIS INVITATION TO THE APPROPRIATE INDIVIDUALS WITHIN YOUR ORGANIZATION

**REGISTER NOW**

**LOUISIANA SCHOOL EMERGENCY MANAGEMENT PLANNING**



**LASEMP**  
Louisiana School Emergency Management Planning  
PROTECTING SCHOOLS. SAVING LIVES.

# R

# EGIONAL

# EXERCISES



SAFETY 31  
SAVE THE DAY





Registration: 8:30am-9:00am

Exercises: 9:00am - 12:00pm

<p><b>Region 4</b> <b>Lafayette</b> April 20<sup>th</sup> Abdalla Hall Auditorium 635 Cajundome Blvd., 70506</p>	<p><b>Region 9</b> <b>Hammond</b> April 25<sup>th</sup> Tangipahoa Parish Environmental Services Bldg. 15485 W. Club Deluxe Rd., 70403</p>	<p><b>Region 1</b> <b>Gretna</b> April 26<sup>th</sup> Mel Ott Recreational Ctr. 2301 Belle Chasse Hwy., 70053</p>	<p><b>Region 6</b> <b>Alexandria</b> April 27<sup>th</sup> Alexandria Mega-Shelter 8100 Hwy. 71 South, 71302</p>
<p><b>Region 8</b> <b>West Monroe</b> April 28<sup>th</sup> Ouachita EOC 1000 New Natchitoches Rd. 71292</p>	<p><b>Region 3</b> <b>Luling</b> May 11<sup>th</sup> St. Charles Sheriff's Office 220 Judge Edward Dufresne Prkwy., 70070</p>	<p><b>Region 7</b> <b>Shreveport</b> May 17<sup>th</sup> Port of Caddo-Bossier 6000 Doug Attaway Blvd. 71115</p>	<p><b>Region 5</b> <b>Lake Charles</b> June 1<sup>st</sup> Calcasieu Parish EOC TEMPORARY Location 3001 Industrial Ave Lake Charles, 70615</p>
<p><b>Region 2</b> <b>Baton Rouge</b> June 2<sup>nd</sup> Governor's Office of Homeland Security &amp; Emergency Preparedness (Classroom #1) 7677 Independence Blvd. 70806</p>			

### MEETING DESCRIPTION

- ♥ Facilitate discussion, work through emergency scenarios, and discuss best practices in emergency management and all-hazards emergency operations planning;
- ♥ Provide an opportunity for school personnel, first responders, and emergency management professionals to work together and collaborate during the Regional Exercises;
- ♥ Focus on teamwork and relationship building with an emphasis on school preparedness and planning.

*Workshops are funded through the Grants to States for School Emergency Management Planning (SEMP) from the U. S. Department of Education (DOE) coordinated by the Louisiana Department of Education (DOE) and the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP).*

### WHO SHOULD ATTEND

- ♥ Officials from schools and districts responsible for creating, revising, or enhancing school Emergency Operations Plans
- ♥ Staff who serve, or will serve, on their school or school district's Emergency Operations Plan planning team
- ♥ Other interested community stakeholders, including first responders, emergency managers, public health, school security officers, etc.







## Participant Feedback Form Comments

Strengths Listed	Areas of Improvement	Additional Training	Useful Exercise Material	Additional Comments	What do you want tested?
very informative	wants more drills	Yes. An AWR school crisis course	sample crisis plans	wants active shooter plans tested annually	Provide updates of best practices. Have LEOs present during these TTXs
presenters were knowledgeable on the topic	wants additional workshops		Sitman (situation manual)	wants active shooter trng (training)	active shooter
overall good information, stimulating conversation	more people to attend		Jeff Parish appendix very helpful, along with real world examples	realized how unprepared they are	active shooter
ability to locate problems in existing emergency plans. Ways to address issues with new staff members	need better place to take kids instead of modules		all	wants someone to come to the school and do a faculty/staff briefing	wants FSE
concrete examples, tailored to specific needs	organization POC list		the opportunity to meet and problem solve with experts in the field	have stakeholders bring their plans so they can be available	active shooter
	training and exercise info should teach methods to create a basic table top		good material and class, presented well	would like to see more of these and at the parish level to ensure greater participation	weather, active shooter
	don't know if we have a "go box", need more radios on school busses for HeadStart, need to go through plans with schools and identify things that were said today		it identified gaps in plans like resource officers. Who would be in charge if designated person isn't present. Need for radios for communication	discussion is good but we need live drills to practice the real thing	active shooter
	annual system update, what to do without electricity, bridging the gaps		each module provided useful information. I plan to take this info and share with staff and parents.	How did local policies change or improve after Enterprise?	active shooter
	accountability following the aftermath (reunification). Knowing all new staff members are aware of procedures		the TTX modules were excellent. Using an actual event made the presentation "real" for all participants	informative but much did not pertain to his role as a LEO	we need training beyond tabletop



Strengths Listed	Areas of Improvement	Additional Training	Useful Exercise Material	Additional Comments	What do you want tested?
			all was useful	need this training and exercises oriented and delivered daycare centers	Parish sheltering/evacuation plan
			checklists, guides, scenarios	send reminder a day or 2 prior for more involvement from the region	want more practice on no-notice events
				more participants	ID skill sets. ID how info will be collected, disseminated, and released
				More materials. What do good plans and checklists look like	accountability
				Wanted more best practice info. They were looking for direction, not expecting to be asked what they would do	active shooter, emergency medical participation in active shooter
				give examples of efficient comm policies. Give examples of effective info signage and where to post that info	I feel like we need to do real time exercises, active shooter, plant explosion.
				wished that it was a requirement for schools and districts to attend	
				have an actual school EOP to evaluate	
				The exercise was great. I learned a lot. I identified strengths and weaknesses. Things that I need to see if some of the schools have. Ya'll did a great job	
				have schools bring their current EOP	
				bring to individual schools	



## Planning

### Strengths

The full capability level can be attributed to the following strengths:

**Strength 1:** Working with Partner Agencies

**Strength 2:** Training

**Strength 3:** Crisis Management Teams

**Strength 4:** Quick Reference Guides/Responsibilities Matrices and emergency supplies (kits etc.)

### Areas for Improvement

The following areas require improvement to achieve the full capability level:

**Area for Improvement 1:** Communication and collaboration internally and externally

**Reference:** Planning Round Table Data

**Analysis:** One of the main causes is the mission of the school, and time actually dedicated to emergency planning. The debatable mission of an educational institution is to educate the students in a safe and healthy environment. Educational institutions have difficulty making the time to plan with internal partners and external partners. Sometimes they aren't sure of the correct external partners to get involved and still other times the external partners cannot or will not make time to meet with the schools.

**Area for Improvement 2:** Time

**Reference:** Planning Round Table Data

**Analysis:** Educational institutions have difficulty making the time to plan with internal partners and external partners. With so many activities crowded into a day, and so many of those activities having to be completed in order to reach goals, finding the time to complete emergency planning can be a tough challenge.

**Area for Improvement 3:** Faculty, Staff, Leadership buy-in, and Staff Turnover

**Reference:** Planning Round Table Data

**Analysis:** With so many activities crowded into a day, and so many of those activities having to be completed in order to reach goals, finding the time to complete emergency planning can be a tough challenge. At times, faculty, staff, and leadership, can lose sight of the safe and healthy environment portion of the mission due to the limited time they have to complete the educational portion of the mission. Not to mention in education, as it happens in so many other professions, has its fair share of turnover and it takes time and funding to properly train new employees for their specific job description and other duties as assigned.



#### **Area for Improvement 4:** Training/Exercises

**Reference:** Planning Round Table Data

**Analysis:** Having a plan is half the battle; the other half is training your employees on the plan, and exercising the plan to make sure that as many gaps as possible are found and eliminated. Throughout the Round Table Meetings, the issue of training employees on the plan was discussed. It comes down to the fact that school employees are required to complete so many trainings every year, that working in an extra training on emergency plans or crisis management can be an additional challenge.

## APPENDIX E: IMPROVEMENT PLAN

This IP has been developed as a result of Louisiana School Emergency Management Planning (LASEMP) Program conducted September 2014-March 2017.

Core Capability	Issue/Area for Improvement	Corrective Action	Capability Element <sup>2</sup>	Primary Responsible Organization	Organization POC	Start Date	Completion Date
Core Capability 1: Planning	1.Communication and collaboration internally and externally	Committing the time to communicate and collaborate effectively and efficiently both internally and externally.		LADOE, School Districts, and Individual Schools		TBD	TBD
		Building and keeping up relationships with both internal and external partners.		LADOE, School Districts, and Individual Schools			
		Forming a Planning Committee with both internal and external partners.		LADOE, School Districts, and Individual Schools			
	2. Time	Finding a way to work more time into the day for emergency operations planning		LADOE, School Districts, and Individual Schools			
		Being creative and efficient with the precious time that is allotted for planning.		LADOE, School Districts, and Individual Schools			

<sup>2</sup> Capability Elements are: Planning, Organization, Equipment, Training, or Exercise.

Core Capability 1: Planning	3. Faculty, Staff, Leadership buy-in, and Staff Turnover	Emergency Planning and Preparedness has to be included as part of the mission of an educational institution.		LADOE, School Districts, and Individual Schools			
		Leadership should look at making emergency preparedness/crisis management planning one of the main priorities.		LADOE, School Districts, and Individual Schools			
	4. Training/Exercises	Build an efficient and effective training and exercise program that fits into the school schedule.		LADOE, School Districts, and Individual Schools			
		Attempt to work more emergency preparedness/crisis management training into the training program.		LADOE, School Districts, and Individual Schools			

## APPENDIX F: PROGRAM PARTICIPANTS

Participating Organizations
<b>Federal</b>
United States Department of Education
<b>State</b>
Louisiana Department of Education
Louisiana Governor’s Office of Homeland Security and Emergency Preparedness ( LAGOHSEP)
Universities
Community Colleges
<b>Regions</b>
All Nine LAGOHSEP Homeland Security Regions
<b>Parishes</b>
All 64 Louisiana Parishes
Local School Districts
Local Schools-Public and Private
Parish Offices of Homeland Security and Emergency Preparedness
Local First Responders-Fire, Law Enforcement, EMS etc.